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PRINTED IN THE UK BY

William Gibbons on behalf of Future.
Distributed in the UK by Seymour Distribution Ltd,
2 East Poultry Avenue, London EC1A 9PT. Phone: 020 7429 4000

Future Publishing Limited
Quay House, The Ambury, Bath, BA1 1UA, UK www.futureplc.com
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Phone +44 (0)1225 442244 Fax +44 (0)1225 732275

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WINDOWS 10
BEYOND THE MANUAL

Welcome!

Windows 10 is the best version of Windows yet, and we've produced the only guide you'll need to use it

After what seems like a lifetime of waiting, Windows 10 is finally here! Microsoft's ground-breaking new release is the best version of Windows to date. It has all the innovation of Windows 8, but is coupled with the ease of use and the familiarity that Windows 7 users enjoyed.

If you've just downloaded the new update, and you're now looking at your computer with a feeling of slight unfamiliarity, then don't despair. Here we've produced the definitive reference guide to Windows 10. We cover everything you need, from installing the new operating system to getting up and running, and using the new features. Along the way you'll discover all the secrets of Windows 10 as we look at the big new updates, such as Cortana, Virtual Desktops and how to work in Tablet Mode. There's so much to discover in Windows 10 that you'll want to keep this guide next to your computer, just so you can try out new things or learn better ways of doing what you already do with your PC.

Windows 10 is free for the first year to all users of Windows 7 and Windows 8.1. If you're upgrading from Windows 7, as a lot of you will be, then get ready for your first glimpse of the Windows Store. You'll now be able to download apps to your computer, safe in the knowledge they've been approved by Microsoft. Enjoy the guide and don't forget to let me know how you're getting on with Windows 10!

Graham Barlow, Editor

The Guru Guide Doctrine

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- A reference you can keep on your desk or next to your computer and consult time and time again when you need to know how to do something or solve a problem
- A teacher – helping you develop your skills and take with you through your life, applying them at home or even in the workplace
- A challenge – we know that you know the basics so instead of patronising you we'll suggest new things to try and help you take your knowledge to the next level
- Available anywhere – you can take your Guru Guide everywhere thanks to the free digital edition you can download and read on your tablet, smartphone or laptop – see page 178 for more details

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Contents

CORTANA
Meet your new digital assistant

TIME TO UPGRADE
Need help upgrading your PC? Start here!

Welcome to Windows 10, the next step in the evolution of your PC

Get started

10 Welcome to Windows 10

18 Windows 10 laptops

20 Get started with a new Windows device

24 Time to upgrade

30 Customise your new Windows 10 Start menu

32 Be productive in Windows 10

36 Windows 10's Tablet Mode

40 Cortana: Search Evolved

46 Use Virtual Desktops in Windows 10

The apps

52 Edit images in the Photos app

56 Organise your photographs

60 Discover music in Windows 10

64 Master Media Player

68 Keep in contact

70 Use the Windows 10 Facebook app

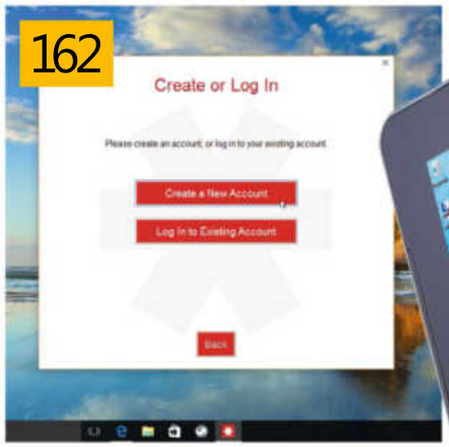
72 Let's start tweeting

74 Master the new search feature in Windows 10

77 Share files with others

80 Get the most out of the Maps app

84 Use the Windows Store



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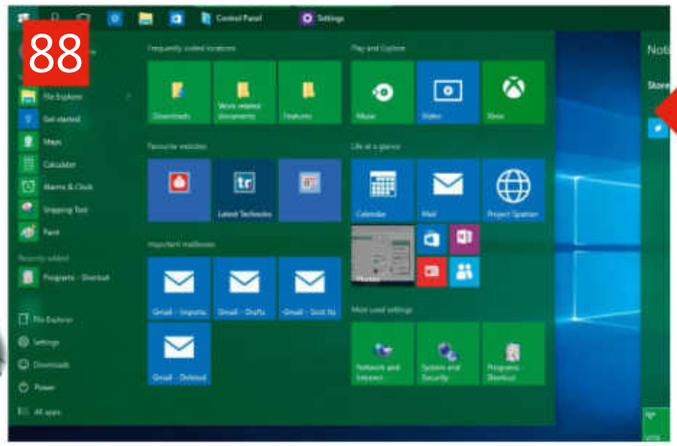
100 POWER TIPS
Tweak and customise Windows 10

108



PERSONALISE YOUR PC
Make Windows 10 your own with these handy tips

Customise

88 Personalise your PC

92 100 power tips for Windows 10

104 Use File Explorer

108 The best free Windows 10 programs

118 Quickly install your favourite programs

120 Control your PC with Twitter

Online

126 Hands-on with Windows 10 Mobile

128 OneDrive to rule them all

136 Use the Mail app

140 Connect your phone to Windows 10

142 Welcome to Edge

Security & safety

150 Set up Family Safety

154 Recover files with File History

157 Synchronise your devices

160 Secure your computer

162 Make Windows 10 tough to crack

167 Avoid viruses and malware for free

170 Restore, refresh or reinstall Windows 10

Search the web and Windows
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WINDOWS 10
BEYOND THE MANUAL

Get started

Find out how to get Windows 10 up and running with ease

10 **Welcome to Windows 10**
Your complete overview of what Windows 10 is and how it works

18 **Windows 10 laptops**
Need a new laptop to run Windows 10? Start looking here

20 **Get started with a new Windows device**
How to get your Microsoft Account created and organised

24 **Time to upgrade**
Bring your PC up to date with the latest version of Windows 10

30 **Customise your new Windows 10 Start menu**
The Start menu is easy to customise in Windows 10

32 **Be productive in Windows 10**
Great tips for getting more done in the new system

36 **Windows 10's Tablet Mode**
Find out how Windows 10 adapts to touchscreen devices

40 **Cortana: Search Evolved**
The complete guide to your new digital assistant

46 **Use Virtual Desktops in Windows 10**
How to organise your work into areas specific to the task at hand

WELCOME TO WINDOWS

Microsoft's new operating system is the return to form that everyone was hoping for. Here's an overview

Windows 10 started its roll out on July 29, and if you were one of the people who booked an upgrade then you've probably got it already. As well as the millions of Windows users around the world who were waiting for this latest free upgrade, many hardware manufacturers were too. The hope is that Windows 10 will see an uplift in product sales as people rush out to buy new machines and/or hardware to get the most from Microsoft's latest operating system. See page 18 for some possible candidates, if you're looking to upgrade your system.

Indeed, a common trend with a market that's waiting for a new Microsoft OS is that sales in PCs tend to dip leading up to the release. And that's exactly what's happening at the moment – with the likes of Nvidia lowering its forecast for the second quarter of the year from $1.18 billion down to just $1 billion (yes, we do feel bad about using the word 'just' there). Analyst Canalys predicted a 13 per cent fall in desktop shipments in the lead up to the release of Windows 10.

Even the ever-popular notebooks, which usually tend to weather such storms better than desktops, had been hit by a 4 per cent drop in demand.

Soft spot

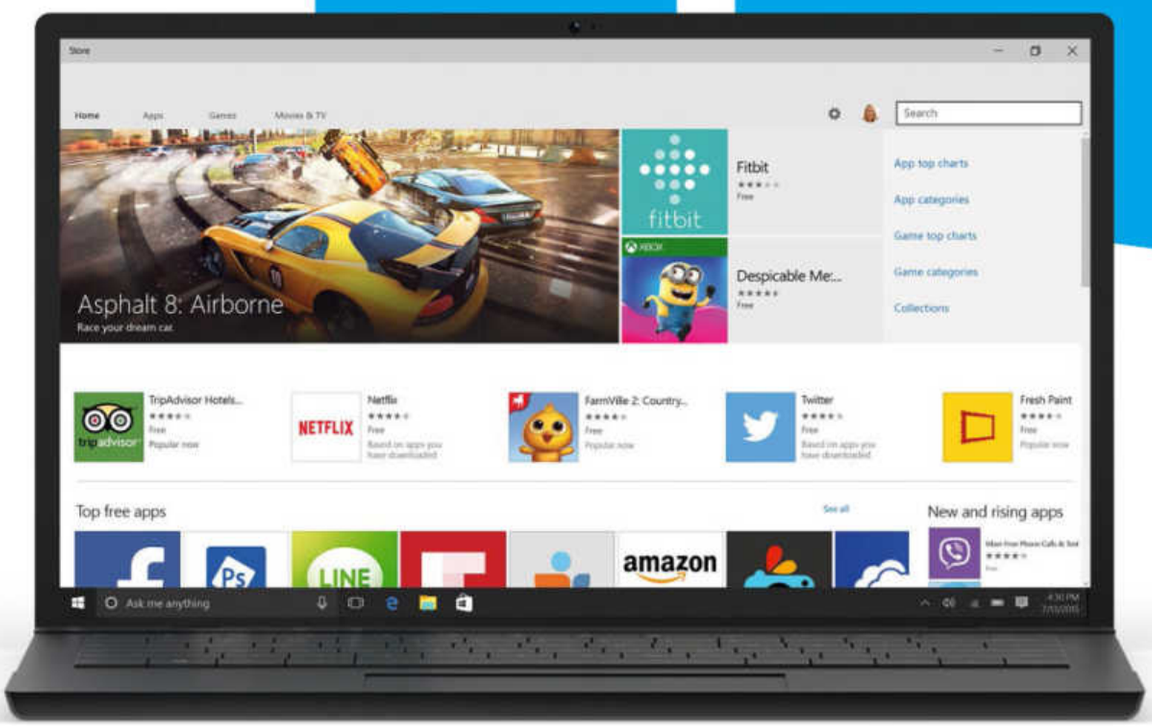
However, the good news for the manufacturers is this could be one of the last times that the 'softening of the market' happens, as Microsoft has announced there isn't going to be a Windows 11. Instead, it's changing how it updates Windows.

The big releases we've come to know and love (or hate), have been replaced with a much more dynamic model. A service model that should see updates delivered in a more regular manner – though how such updates are going to be financed is still something that needs to be explained.

Windows 10 has changed a lot since we saw the first glimpses of what it had to offer with the Technical Previews at the start of the year. And we're not just talking about the operating system itself. The unveiling of HoloLens, the ongoing work on Cortana, Continuum (now called Tablet Mode), Microsoft Edge (the Windows browser that's a successor to Internet Explorer) and information on what DirectX 12 is really going to do for you has changed the proposition considerably.

Create more
personal computing

10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BACK TO THE START

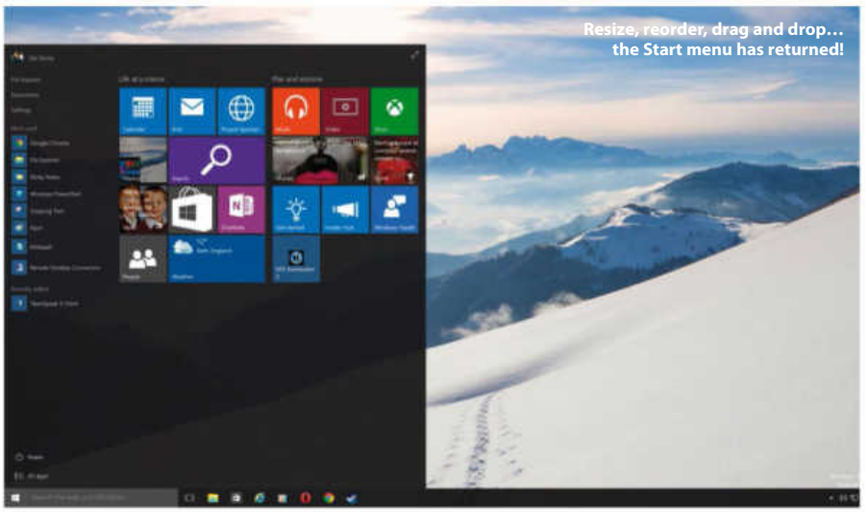
Microsoft stakes a claim for a universal new era

As its release edged closer and closer, the full features and details of Windows 10 came into focus. We know, for example, that Windows 10 will mark the end of Windows Media Center, and Music has been replaced by an app called Groove.

July 29th, 2015

On the release date, Windows 10 became available in 190 countries and 111 languages.

Getting laptop, tablet and phone makers ready for the back-to-school (and university) season with fresh copies of the new OS well ahead of time makes absolute sense.



Resize, reorder, drag and drop… the Start menu has returned!

Mobile win

Looking back to the Microsoft's Build developer conference, held in April, which was an opportunity for the company to show developers where it is right now, you can see many of the foundations laid by Microsoft.

On the first day of Build, Myerson surprised the crowd when he announced that Windows 10 Mobile (which still hasn't been released, yet) will support apps written for iOS and Android. With some reworking, of course. Still, this will undoubtedly blow the Windows 10 app store wide open.

So, when Windows 10 Mobile (for phones) launches, you'll be able to run Android apps, for example, on phones and small tablets (but not on a Surface, notebook or desktop PC). They'll run on an Android subsystem that's likely to be based on KitKat (using the same hooks once used to put a POSIX subsystem in Windows NT).

Paranoid Android

But this doesn't mean any Android app will run and there are things they won't be able to do. "We replace the Android services with our own," said Microsoft's Kevin Gallo. "We are running them

ALL HAIL DIRECTX 12

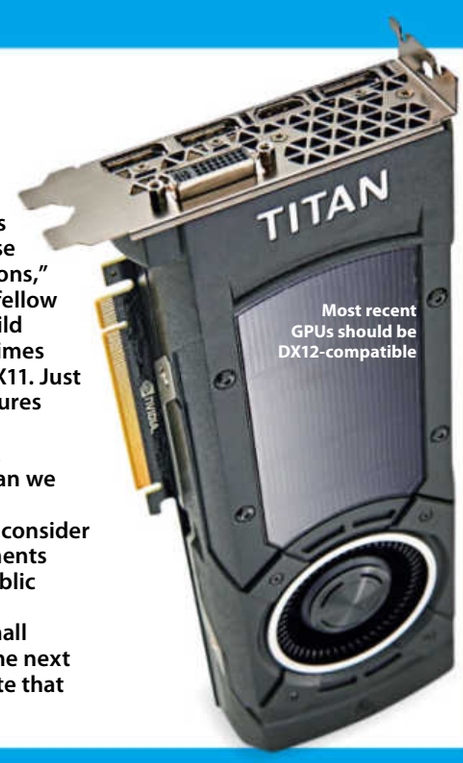
An exciting aspect of Windows 10 is the accompanying release of DirectX 12. We've been thrilled about the potential of previous iterations of the gaming API, but this is the first time we'll see a focus on improving performance.

There will be a reduction in CPU overheads when running games, with Microsoft insisting DX12 will cut CPU loads by 50 per cent. More good news is that it should be compatible with most recent graphics cards and be pushed out across PCs, mobile devices and the Xbox One. One graphics API to rule them all.

It's not clear yet which cards will be compatible, but Nvidia says all its existing DX11 GPUs will do the job. There's no word from AMD, but it's likely all cards with GCN will be okay.

***Final Fantasy* developer Square Enix gave us a little taste of what DX12 can do, at Microsoft's Build Conference, in April, and it got us excited. What DX12 can do is already stunning. "Each of these scenes is over 63 million polygons," explained Microsoft technical fellow John Shewchuk, during the Build demo. "That's about six to 12 times more than we could do with DX11. Just to give you an idea on the textures you're seeing here," Shewchuk continued, "those are 8K by 8K textures. Significantly more than we were able to do [before]."**

Of course, the demo doesn't consider even half of the graphical elements that a game released to the public would have to. The "63 million polygons" are confined to a small surface area, so don't expect the next *Final Fantasy* game to look quite that good. But it should be close.



Most recent GPUs should be DX12-compatible

in our own container – conceptually we are running them as a universal app so we use a middleware layer for translating APIs across, but they still run in the Windows app security model."

That will improve performance and battery life over Android, he suggested: "Apps are not running in the background and there are some changes made so they behave like a well-behaved app."

Standard platform capabilities will be redirected to the Windows equivalents – that's the file system, contact and photo integration, camera, sensors and network connections.

Not all Android apps will work well this way. "Messaging apps and those that have deep integration into background tasks will probably have issues running," Gallo told us, "and it also comes down to [where they have good] performance". But then, he pointed out, "not every app works in every Android distribution."

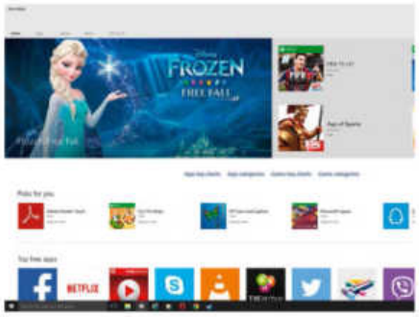
Bringing Android apps to Windows Phones isn't the only way Microsoft is trying to bring developers and their apps to Windows 10. There's also the ability to wrap Win32 and Silverlight apps in the App-V container or to bundle up a website as an app (complete with API calls to add Windows 10 features) and distribute those through the Windows Store – and iOS developers can bring an Xcode project into Visual Studio and share source code between an iOS and Windows app.

Build on

Windows 10 is now available on the Raspberry Pi 2 micro computer and Intel Minnowboard Max, in addition to the standard tablets, laptops and desktop systems you'd expect. Some specific tailoring had to be done to fit the operating system on these tiny machines, resulting in a version of the OS earning the name Windows 10 IoT Core.

Cortana

One of the key features of Windows 10 is Microsoft's voice-based virtual assistant Cortana serves up information based on how people search the web and how they use their PCs. The Cortana interface also supplies suggestions for new apps, based on what people search for. Cortana also enables you to interact with apps purely through voice control. See our feature on page 40 for more information on Cortana.



Microsoft has decided to deep freeze the old store design. Let it go...

Staying secure

Running the world's most ubiquitous OS, Microsoft has always taken security seriously, often releasing patches daily to its various versions of Windows. Now, the company is looking to take its security measures to the next level, with two-factor authentication (2FA) becoming standard on enterprise versions of the OS.

Microsoft also intends to protect user identities by storing user access tokens in a secure container that runs on top of Hyper-V technology, isolated from the rest of the OS. Windows 10 will also offer a data-loss prevention solution that will allow users to separate their corporate personae from their non-work ones.

Contrary to fan fears, Microsoft is upping the Minecraft ante

MINECRAFT MODDING TOOL

Microsoft picked up *Minecraft* last year for $2.5 billion. At Microsoft's Build 2015 conference, it announced that modding tools for Minecraft have been incorporated into its Visual Studio development environment via an add-in. This enables some of the basic functions of the game to be changed easily, and also supports templates that have been created by other modders. Microsoft showed off what was possible with help from Aiden Brady, creator of the popular Mekanism mod for *Minecraft*. With a few lines of code he was able to change the size of the TNT explosions using the Intellisense feature with Visual Studio. This isn't a replacement for the existing Eclipse tool that's at the heart of many mods, but instead it's designed to complement it to provide easy access to some of the games, which are harder to access functions.

The mobile version of Windows 10 will support Android and iOS apps

GETTING HANDS-ON

What is it really like to use Windows 10?

So, if you haven't upgraded yet you're probably wondering how Windows 10 actually performs when used on a day-to-day basis. Well, we've been part of the Windows Insider program, which has given people early access through various phases of the development, so we've been using it for some time now, even though it's only just been officially released.

The great news is even in the pre-release builds we've been using, Windows 10 was fast and stable. There are some issues we've experienced along the way, of course, but these have either been ironed out or fixed in the final release. Anyway, here are the key features to get excited about.

The new User Interface

In basic use, Windows 10 is not a million miles from Windows 7. You've still got the Start menu, and key functions are all accessed from the Taskbar, which has a flat, functional feel. The design language feels refined – windows borders are smaller, for example – but the innovations are subtle.

If you did immerse yourself in Windows 8.1, you'll note that Charms have gone. All the former Charms functions are contained in a new Notifications Center, launched from the Taskbar and designed to match the Notifications setup in Windows Phone (or Windows Mobile as it will be called – see our feature on page 126).

Previously a work in progress, the Notifications Center is now both usable and powerful. A raft of individual settings (called Quick Actions) includes standard stuff, such as toggling Bluetooth, Wi-Fi or Location on and off, but it's great to have. You can also get to Settings here, as an alternative to the Start menu, as well as switch into Tablet Mode. In the Settings app, you can select which Quick Actions appear in the Notifications Center, and also which apps can send you Notifications.

Start again

The Start menu is very Windows 8-like in that it features Live Tiles for at-a-glance information in apps. The remainder of the Start menu is much more like Windows 7, with controls for turning your PC off and restarting it, as well as most-used apps and the ability to scroll down through apps alphabetically through an All Apps menu. File Explorer, Documents and Settings are also present.

The Start menu can be enlarged for touch devices via a control in the top right, so it's more like the Windows 8 Start screen. It can also be resized to your taste. And, in case you were wondering, the Power User Menu is still there – just right-click on the Windows logo. Once again, you can minimise everything by clicking in the far right-hand corner of the Taskbar.

File Explorer has been given a little bit of a makeover. You now have a Quick Access area to which you can pin and unpin any folders you want to regularly access. In the 'home' screen of File Explorer you can also see Frequent Folders and Recent Files.

Apps

Microsoft is going big on Universal Apps – the company's great hope being that developers will develop their apps once, to work across PCs, Windows 10 on mobile and Xbox, too – essentially on every screen size. This is known as the Universal App Platform, or UAP. These are replacing what, in Windows 8 and 8.1, were known as Metro apps or Modern UI apps. They're different to desktop apps, but now co-exist with desktop apps on the desktop. They also have Live Tiles in the Start Menu.

Microsoft doesn't want to repeat the mistake it made with Windows 8 – assuming that developers will flock to the new OS – and so it's making it easy for developers to convert existing Android apps, while Microsoft Visual Studio 2015 now also supports Objective C (which is used to create iOS apps) and can compile it to Universal Apps.

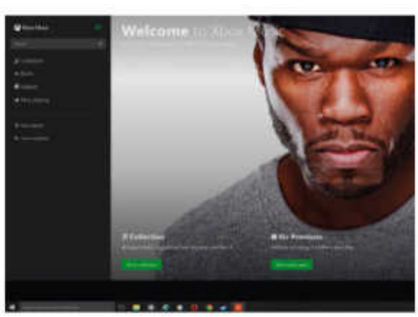
Windows App Store

There's also a new Windows Store to come. This is still at the beta stage (in the Preview builds Microsoft has included the original Store as the beta doesn't function completely yet). As well as a revamped design, the new store will house desktop apps as well as Universal Apps.

Like Universal Apps, desktop apps installed from the Windows Store will be managed from there, so theoretically they'll install quickly (without you doing anything more than clicking once to download/install), they can be uninstalled without hassle and – crucially – they will be sandboxed from the rest of the system à la Universal Apps. Devs will use an Application Virtualization (App-V) container to package up their desktop apps ready for the Windows Store.

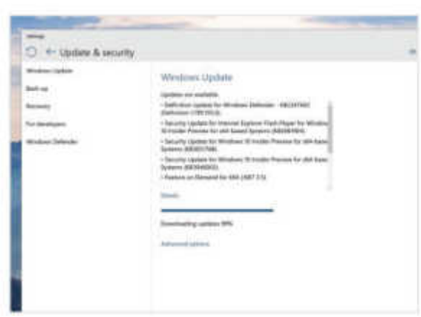
Organisations will also be able to deploy apps from their own versions of the Windows Store. This is all managed from the Business Store Portal, which will

> The new Start menu is like Windows 7's, with controls for turning your PC off, as well as scrolling through apps



Microsoft's sleek new apps open directly to the desktop. No more tile pages

Here's the expanded easy-to-use Start Menu for touchscreen and tablets

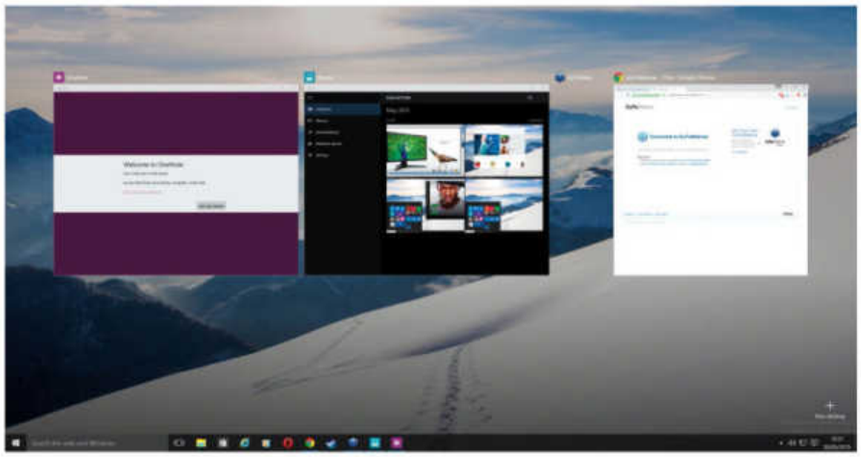


Windows Update, not causing problems for once. Who'd've thought it…

manage software licences, centralised payment info and more.

We mentioned before about Universal Apps co-existing on the desktop – that's meant Microsoft has had to find a new way to control them because the Windows 8 and 8.1 Charms are no more. So, now you'll see a new menu bar in the top left, as well as standard minimise, maximise and close icons on the top right. These apps can now be resized however you want.

Thankfully, the quality of the built-in apps so far is much better. There's a new Photos app that provides you with a complete back catalogue, as well as editing and filter capabilities. Mail actually works well now and has some useful features. Sport and News are improved experiences, even if they still feel a little on the superfluous side. Best of all, these apps all start up quickly, too.



Task switching and quick view are finally included beautifully together in Windows

Task View

There has always been [Alt]+[Tab] – well, since Windows 3.x, anyway – to switch between open apps. But over the last two decades, Microsoft has dabbled with various other methods, from the Taskbar (Win95), to Windows Flip (Vista), and the swipe on Windows 8. Now we have [Alt]+[Tab] and a new feature called Task View. This takes you to an app overview where you can use your mouse to select the app you want. In any mode of Windows 10, there's always an icon for it on the Taskbar.

But there's something else Task View can do – virtual desktops. An icon in the bottom right enables you to add another desktop, so you can have one screen for your email perhaps and another for Photoshop. This is a nice new feature, but it's about time, considering it's been on Macs since 2009.

Apps can be open in more than one desktop, but you can't switch into windows that are on another desktop. Things are kept separate. [Alt]+[Tab] only works within the desktop you're in. The

GOING OVER THE EDGE

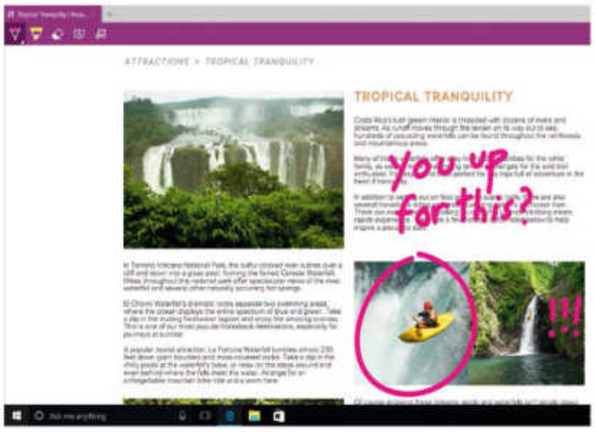
Microsoft Edge is the new browser for Windows 10. Getting started, you can import your bookmarks from a Firefox or Chrome installation, via the 'More actions'/ Settings menu, but there's no way to import bookmarks from an HTML file. The browser also includes support for browser extensions, which developers can easily port from Chrome.

Edge impresses most with its performance. Pages render quickly. Using Sunspider 1.0.2 to test JavaScript performance, Edge gave us a score of 201ms. This doesn't compare favourably with Internet Explorer 11, which scored 137ms. But it's better than Firefox 37 (260ms) and Chrome 43 Beta (303ms).

Edge has all the features you'd expect of a modern web browser. You can select the URL with a single-click in the address bar. Switching tabs is also easy, and you can tear them off to form new windows easily.

More good features are present, such as the ability to drag files into the browser (to attach them to an email or upload them to cloud storage).You can find stuff and highlight words using [Ctrl]+[F]. Copy and paste works without issue. There's a built-in note-taking mode, so you can save and annotate webpages, plus a reading mode strips away the content you don't need.

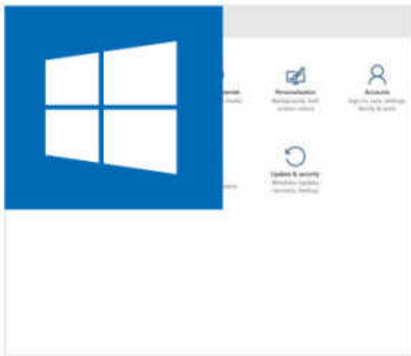
There's a download pop-up panel that you can instigate from a downloads pop-up, or by using a



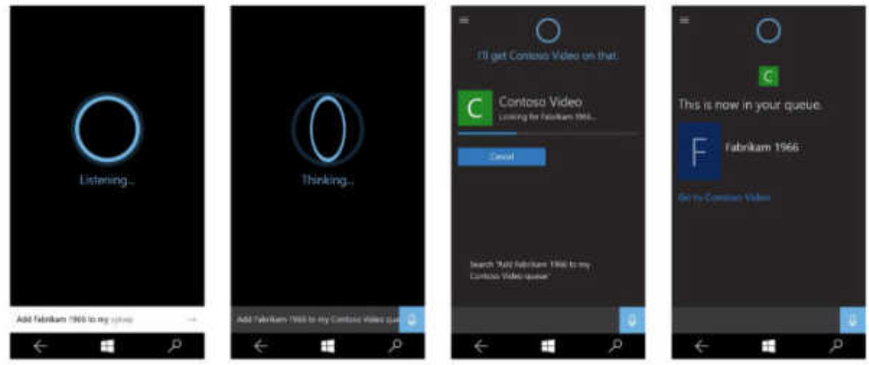
button on the title bar. Similar to Internet Explorer, this panel can display History and Favorites, while another view displays your Reading List.

Perhaps our favourite feature of the Edge browser is that you're able to select anything and 'Ask Cortana' about what you've highlighted by right-clicking. This brings up a sidebar where search results appear, right in the browser. If it's a word then you get a dictionary definition. If it's something that can be found in the Internet then Cortana will suggest web sites. The Cortana integration will enable you to search and add info to your Cortana profile seamlessly.

To find out more about the Edge browser, see our feature starting on page 142.



PC Settings revamped ready for launch



The Cortana interface, where all your life decisions will soon be made for you

only way to switch desktops is in Task View and select another open desktop.

Cortana is the new Search

Rather than being at the bottom of the Start menu as in Windows 7, Search now has its very own home on your Taskbar. That's because Cortana, Microsoft's virtual assistant, is incorporated and you can control it by voice.

Search is good at finding things on your own PC – they usually appear as the first option. Microsoft is also keen to incorporate potential web searches into the Cortana results, so web options will always appear as well. A 'search my stuff' option appears at the bottom of the menu, which will look through your OneDrive, if required. As with previous versions of Windows, you can tap the Windows button and immediately start typing to search.

Cortana can display 'at a glance' information that's of interest to you, while you're able to create and view reminders, see stocks and much more, depending on how much input you give it. Cortana is also being incorporated into Microsoft Edge, so it works inside the browser window.

Tablet Mode

Microsoft is hoping a lot of tablets are sold in the coming years. Originally named Continuum, Windows 10's Tablet Mode is clever because it's automatic – detach the keyboard and the desktop prepares itself for touch, the Start menu becomes the Start screen, and apps appear full screen. The Taskbar also changes to be more touch-friendly – the icons are more spaced-out, while the

Win10 support for HoloLens is expected in 2016

WINDOWS AS A SERVICE

Microsoft revealed at the Ignite conference, at the beginning of May, that Windows 10 will be the last version of Windows. Before you reach for your digital 'the end of the world is nigh' placards, this doesn't mean Windows is going to disappear entirely. Instead, Microsoft is working towards delivering the operating system as a service. It's something it's talked about before, but it looks like it's finally confident enough to pull the trigger.

Instead of releasing an entirely new version of its desktop OS every few years, Microsoft will take an Apple-like approach, delivering regular improvements through software updates.

This could maybe explain some of the vagueness with the release date earlier in the year. Not all the features that Microsoft mentioned were available on release date, but they will be added via Windows update as time passes. Microsoft is making Windows 10 available as a free upgrade to all Windows 7, Windows 8 and Windows 8.1 users. It remains unclear, however, what sort of subscription pricing might be introduced further down the line.

The Start menu and built-in apps are now unbundled from the main operating system so users can get faster updates. Rather than waiting for a full Windows update, Microsoft is delivering smaller standalone app updates, a feature we're seeing in the Windows Insider Preview with the Mail and Calendar apps. This unbundling effect has allowed smartphone manufacturers to update core apps – such as the camera, photo gallery, mail and others – without having to wait for mobile operators to push out a larger OS-wide update.

pinned app icons don't appear at all – you just cycle through them in Task View. If you want, you can toggle between Tablet Mode and non-Tablet Mode yourself via the settings at the bottom of the Notification Center.

AeroSnap

One reason why Windows 7 was such a great OS was that it brought us something else – AeroSnap. The ability to snap windows to the sides of your screen might seem small, but it's something many Windows users use every day. Windows 8 got it a bit wrong, as Modern UI apps could only be snapped in certain ways, but Windows 8.1 improved on this.

Windows 10 gives us something else that's entirely new: four-way AeroSnap. You can have four applications in each corner of your desktop. If you've got a laptop screen, this is an inefficient way to use your display, but if you've got a 27-inch panel, it might just be the ticket.

Hello and Command Prompt

New systems that ship with Windows 10 and support biometric security hardware will enable you to use a fingerprint, face scan or iris scan to log into Windows and apps, websites and networks. This is called Windows Hello. There's a new Command Prompt, too – no big deal, you might say, but you're now able to properly select text and copy and paste in and out. [Ctrl]+[V] really will work. Text also re-flows as the window is resized.

The verdict

Essentially, Windows 10 is everything we wanted Windows 8 to be, but wasn't. There are several reasons why we think it will be a success. There are the welcoming arms Microsoft is holding out to developers (if Microsoft can't make this work, it's a problem). Then there's the fact it is a free download for owners of Windows 7 and Windows 8.1.

But above all, there's the fact it just works. If Windows 8 was the steepest learning curve imaginable, Windows 10 is like meeting a great friend you once knew, but they've bought some new clothes and you really do approve. ■

Release dates will vary between Win10 versions

THE SEVEN VERSIONS OF WINDOWS 10

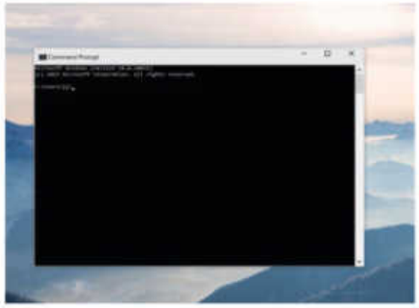
Microsoft has confirmed seven different versions of Windows 10 will hit smartphones, PCs, tablets, HoloLens' and enterprise devices later this year.

Windows 10 Home is the main consumer desktop version designed for PCs, tablets and 2-in-1s. Xbox One owners will also be able to play full games on any Windows 10 PC upon its release. Windows 10 Pro, meanwhile, offers a higher level of control over PCs, tablets and 2-in-1s, and is geared towards small businesses. Alongside these two sits Windows 10 Mobile for smartphones and smaller screen devices that will function in much the same way as its desktop sibling, thanks to the universal Windows apps used across Windows 10 Home and mobile editions.

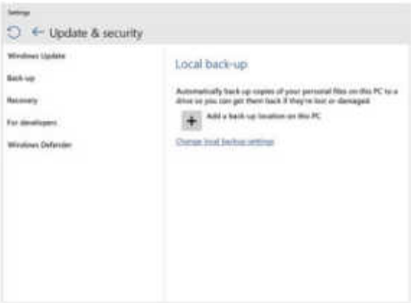
Enterprise customers will see a dedicated Windows 10 version that builds on Windows 10 Pro with an even more advanced set of controls. Windows 10 Enterprise includes various features, such as the ability to use Windows Update for Business to manage the speed at which the new technology is adopted. This is complemented by Windows 10 Mobile Enterprise, which brings a greater level of security and mobile device management and is flexible when it comes to updating employee mobile devices.

Lastly, Windows 10 Education is similar to Windows 10 Enterprise, except it's geared towards schools and promises paths for schools and students using Windows 10 Home or Pro devices to upgrade to this version.

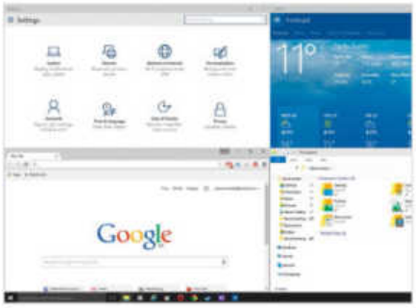
Microsoft also confirmed there will be special versions for retail devices such as ATMs, point-of-sale, handheld terminals, and industrial robotics. Windows 10 IoT Core will also be released at the same time.



Copy and paste is finally in command prompt, after a mere 30 years



Windows backup makes its triumphant return to the operating system



Snapping apps to corners in Windows 10 makes multi-tasking incredibly easy

WINDOWS 10 LAPTOPS

Need a new laptop to run Windows 10? Browse the internet or enjoy the latest films and games with these stylish, portable machines

Windows 10 works on most old hardware, but you might see upgrading as a good excuse to get a new laptop, anyway. Today's portable computers are so slim and elegant, they wouldn't look out of a place on a catwalk. But it's not all style over substance: fitted with Intel's latest (in some cases, fanless) processors, the top laptops and Ultrabooks offer impressive power and versatility.

What's more, those that offer 2-in-1 capability enable you to transform your machine from an office to a home cinema, with the mere swivel of a screen or the detachment of a keyboard. Introducing our super six...

1 Apple Macbook

From £1,049 www.apple.com/uk

Need to run Windows on a very portable Mac? At just 13.1mm thick, Apple's new MacBook is the brand's slimmest laptop yet. It won't suit everyone due to its single USB Type-C port, which means you'll need an adapter to use your old monitors and peripherals – but it crams in some top tech. A 2,304 x 1,440-pixel Retina Display accompanies a unique 'butterfly' keyboard that reduces key wobbling, a Force Touch trackpad that adds a third click and haptic feedback. Even better, it's fanless, silent and lasts up to nine hours on a charge. Grab it in Gold, Silver or Space Grey.

★★★★☆

2 ASUS Zenbook UX305

£650 www.asus.com

The UX305 doesn't cost a bomb and it's slimmer than the MacBook (it's just 12.3mm). It also packs Intel's latest fanless processor and crams in two full-size USB 3.0 ports, along with an HDMI output for hooking it up to a monitor or TV. The 13-inch Full HD display's matte coating avoids sun glare when outdoors and the battery life of up to six hours means you won't have to keep going back into the house to charge it up. A fast 128GB SSD and comfortable keyboard add to the appeal.

★★★★½

3 HP Spectre x360

From £849 www.hp.com/uk

Few laptops literally bend over backwards for you, but this one will. A rotating hinge enables the keyboard to flip 360 degrees, so the machine can be used as a tablet or stood upright for watching video hands-free. Thanks to the Intel Broadwell chip inside, the Spectre x360 boasts a competition-smashing 12.5-hour battery life and crisp 3D graphics, while its solid aluminium body is almost tank-like in durability. Backed up by 8GB of RAM, it'll let you edit images and chew through demanding tasks with ease. It's a triumph of form and function.

★★★★★

4 Lenovo Yoga 3 Pro

From **£999** www.lenovo.com/uk

The Yoga 3 Pro screams boardrooms, luxury cruise ships and complex Scotch whiskey. Its sharp 13.3-inch touchscreen spins 360 degrees around a watchband-inspired hinge made up of 813 individual pieces of aluminium and steel. Thanks to its flexibility and lightness, the Yoga can be used as a laptop, tablet or upright display, and the ThinkPad-inspired keyboard is one of the best around. Lenovo's Harmony software, which optimises settings depending on how you use it over time, means it'll adapt to you.

★★★★☆

5 Dell XPS 13

From £849 www.dell.com/uk

This is a smartly designed laptop that stands out from the others here due to its gorgeous 13-inch edge-to-edge 'Infinity' display. Its border is so thin that it's virtually not there, creating a cinematic effect that's perfect for watching movies and videos. The XPS 13's clever screen also gives it a small footprint, making it incredibly bag-friendly and the opposite of a table hog on transport. While it's no gaming monster, the inclusion of Intel's latest HD Graphics 5500 solution means you'll certainly be able to run less demanding titles. *Frogger*, anyone?

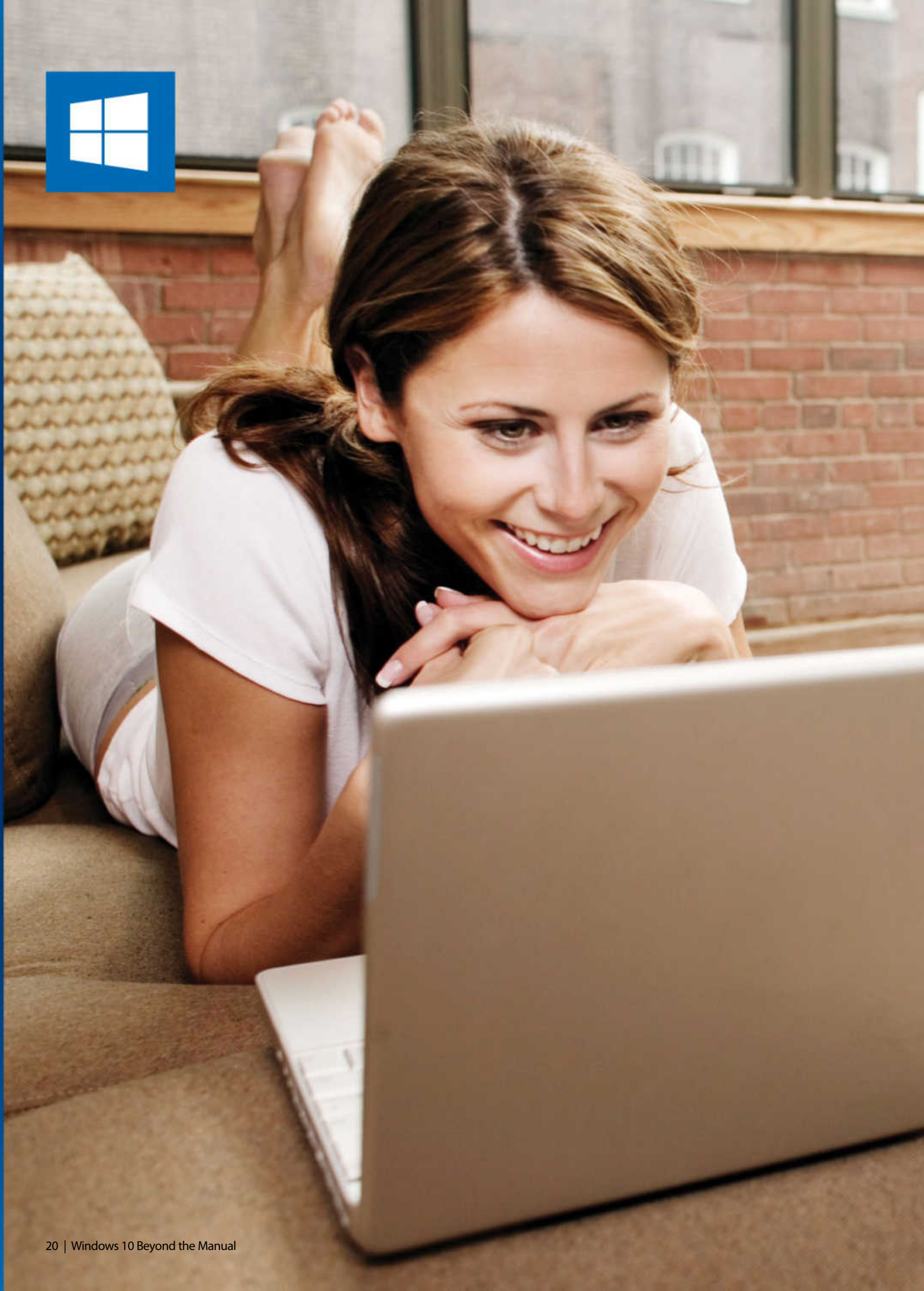
★★★☆☆

6 Asus T300 Chi

From £800 www.asus.com

The Asus T300 Chi is a 2-in-1 machine that combines the best bits of a laptop and a tablet. The touchscreen magnetically detaches from the keyboard with a sharp tug, meaning you can sit back and use it to stream movies on the couch or prop it up against the wall to watch footie in the bath (keep an eye out for those bubbles). The Chi's razor-thin aluminium design is as impressive as any competing Ultrabook, making it stylish, versatile and portable. It's quiet and nippy, too, thanks to Intel's latest fanless chip under the hood. An impressive option for the money.

★★★★☆

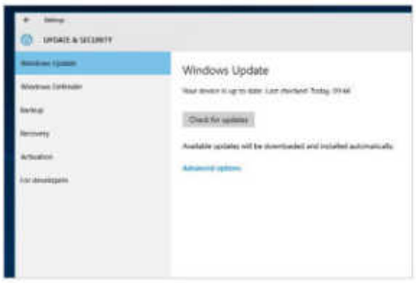


Get started with a new Windows device

To log in to Windows 10 for the first time, you'll need a Microsoft account – here's how to get one

So, you've bought a shiny new laptop or tablet. It's unpacked, plugged in, and humming gently. What's the first thing you should do?

The answer is set up a Microsoft account. Don't be disheartened by the word 'account', because a Microsoft account is the key to unlocking everything that's great about Windows 10, as well as the wider suite of Microsoft products, tools and services.



When you've got Windows up and running, you should search for and apply the software updates

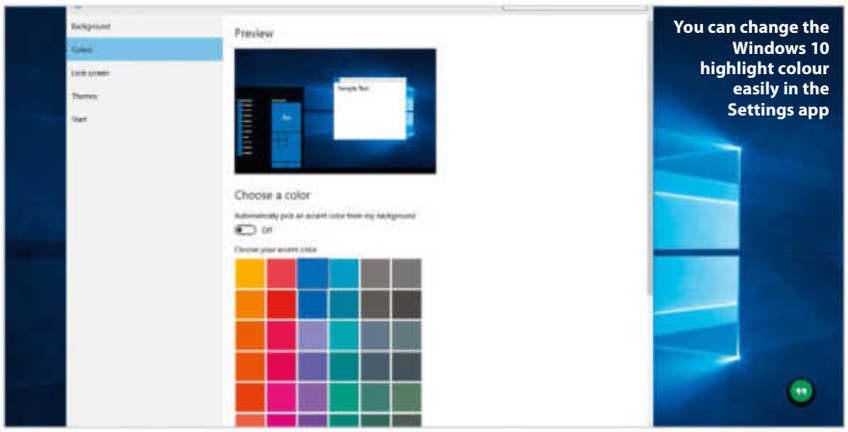
One account for all

At its most basic, a Microsoft account acts as your PC's first line of defence. That's because the password you choose when opening your account becomes the one that grants access to your copy of Windows 10 and, ultimately, to your new device.

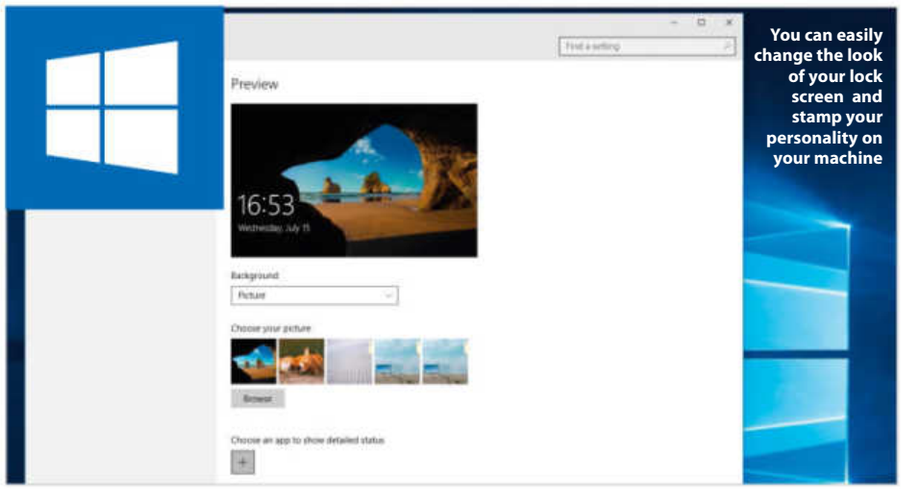
Move beyond that and a Microsoft account also lets you access your email. Take a further step and your account will let you explore great products such as Skype, and your Office 365 subscription; it will let you buy games, music, apps and films, and access your videos, photographs and documents via Microsoft's OneDrive.

In short, a Microsoft account is the gateway to Microsoft's magic kingdom. Before we delve into the nuts and bolts of setting up your account, it's worth looking at a little bit of simple computing theory. Specifically, we'll look at the cloud.

Until very recently, information – your files, pictures, movies and documents – were all stored locally. In other words, they were stored inside your PC, and on a hard disk. The benefit was you could get at them



You can change the Windows 10 highlight colour easily in the Settings app



You can easily change the look of your lock screen and stamp your personality on your machine

quickly. There was, however, a big downside to this way of storing information. If you lost your laptop, you'd lose all of your files too. Also, if you wanted to view a file on a different machine, it would involve some particularly cumbersome messing about to get it.

The cloud is a tech term used to describe a different type of storage. Here, your information lives on a remote computer, out on the internet. If you want to access information you just access that external machine and get at your data that way. This style of working has many benefits. If you lose your device, your data remains safe. Storing data in the cloud also makes it easy to access it from all your different computers and devices.

A Microsoft account lets you embrace the benefits of this smarter way of working. In practice, it means your data will feel like it's following you around! When you've got everything set up, pictures taken on your phone will be viewable on your laptop, tablet or Xbox. You'll be able to get at your email, again, from any of your Microsoft devices. In a nutshell, you'll be able to get to all of your data, all of the time, in an instant.

The only caveat is you'll need to be connected to the internet. If you're not, your machine will still work but, Windows 10's clever data-sharing features will be paused until you're next online.

Safety and privacy

The concept of storing your information on a computer you don't own and have never seen can feel rather threatening. That's because our information is precious to us, so handing over valuable stuff to a stranger might feel like a leap into the unknown.

But there's no need to worry. Microsoft will take care of your data, storing it very securely and backed up, cosseted and cared for like the Crown Jewels. In fact, statistically, you're more likely to lose data through your computer's hard disk failing than through Microsoft having a catastrophic problem.

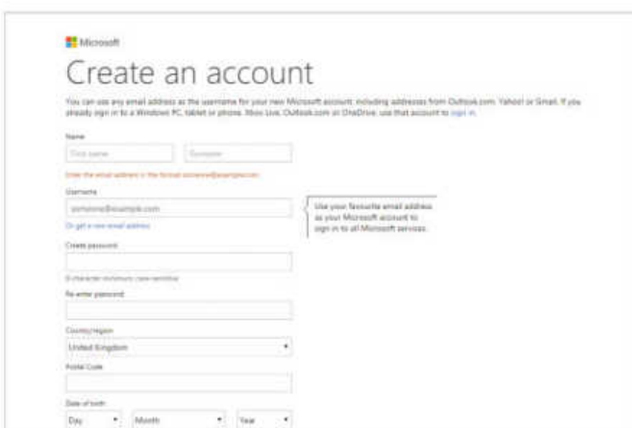
There is, however, one critical point of weakness, and that's you. Or, more specifically, the password you choose when creating your Microsoft account (see the walkthrough below). It needs to be difficult to guess, so don't use words that appear in the dictionary, and avoid names of your friends and family. Rather, use something that combines upper and lower case letters with numbers.

Given the importance of your password, we'd advise thinking about it carefully. Microsoft has made a handy tool that'll help your check the strength of your prospective password – http://bit.ly/1fHVk8D.

Let's get started

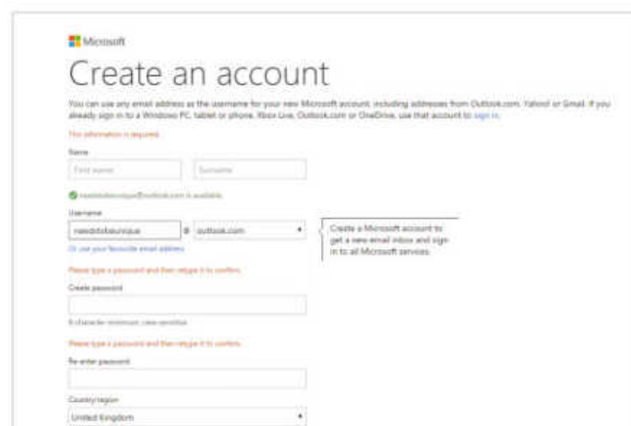
Turn on and boot your machine, then decide what colour you want Windows to be dressed in. Just move the on-screen slider through the pallet until your reach a shade you like. Don't worry if you change your mind at a later date, the colour isn't fixed and you can amend it.

Setting up your user account



1 Setting up your account

To set up your Windows account you need to fill in an online registration form. Access the form by visiting account.live.com in your web browser, or by tapping 'Create a new account' when prompted during your first boot. However you begin the process, the steps you need to complete are the same. Enter your first name, second name, date of birth and a few more details of that nature.



2 I don't have an email address

Your Username is your email address. If you have a Google, Yahoo or any other type of address, enter it here. If you don't have an email address, don't worry. Just click 'Or get a new email address'. In the box under Username enter the address you'd like (it needs to be unique) and select either @hotmail or @outlook. If the name you select isn't unique, don't worry – the system will give you some hints.

Next give your PC a name. This name will become useful when you connect your machine to a network. One tip to remember is when you're choosing your machine's name, you can't use spaces or special characters (such as !"£$%^&* for instance). When you're happy, click 'Next'.

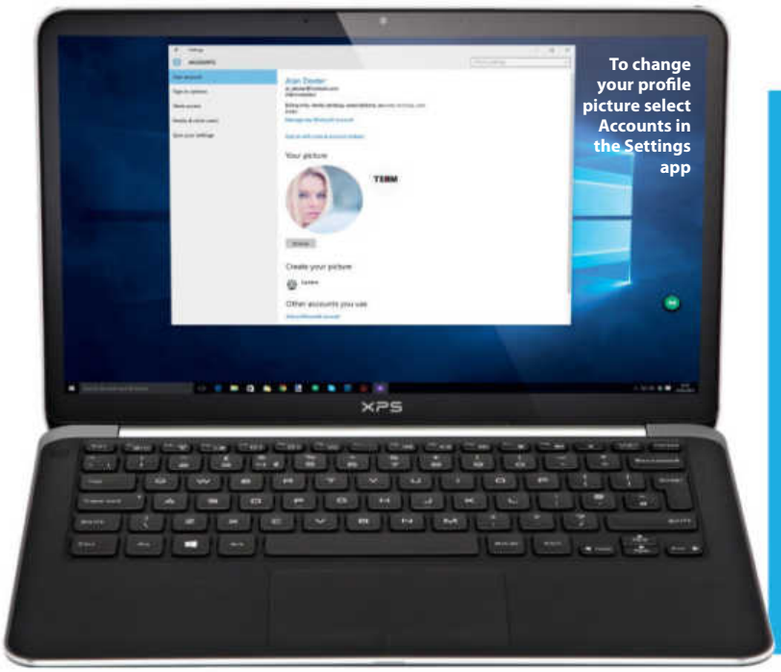
The following screens you'll see cover settings – here you can just click 'Express settings'. With that done you'll be asked for your Microsoft account details. If you have an account already, enter the user name and password when prompted. If you haven't got one, click or tap 'Create a new account'. Next, you'll be walked through the process of making your account by tapping in some basic personal details, such as your name, date of birth and email address. See the walkthrough on this page for more details on this.

When you've filled in the forms, Microsoft will send a verification code to your email address or mobile phone (you can choose which). When you receive the code you'll need to enter it into Windows 10. And, you're done. The rest of the process is automatic (though a little slow – it can take a few minutes for Windows 10 to configure itself), and will include an automatic reboot. You're now almost free to start using Windows 10.

Final tasks

Once Windows 10 is up and running there's one final piece of housekeeping that will need to be done. You need to ensure Windows 10 is fully updated with all of Microsoft's security and performance patches. These will keep your PC happy, healthy and safe.

To install the patches look out for notifications popping up in the system tray area. Alternively, click on the Search bar, type **Check for updates**, and then click 'Check now'. The process will take a few minutes to complete. With that done, you're all set to start exploring Windows 10 and everything it has to offer!



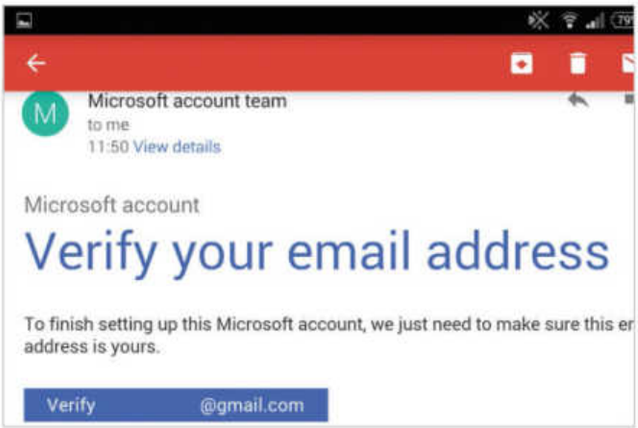
To change your profile picture select Accounts in the Settings app

Windows everywhere

These days we all own lots of devices – a phone, a laptop, a tablet, and maybe even a desktop PC hiding away in the study too. Windows 10 has been designed to work across all of these devices. This is great because it means you don't have to learn a new way of working as you change between devices and tasks. Rather, everything will look the same, and work in the same way too. What's more, thanks to Microsoft's cloud-based approach, your data will be available across all of your Windows 10 machines too.

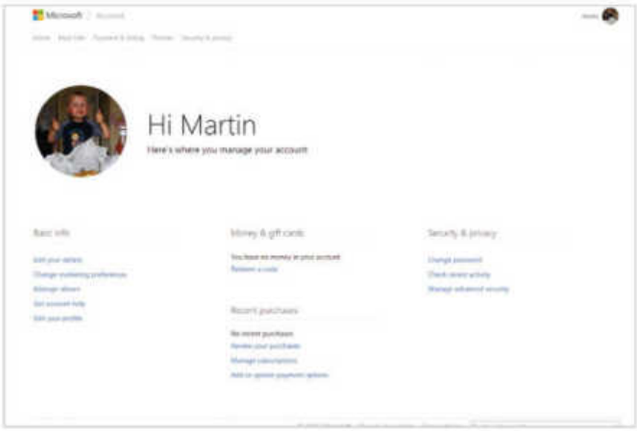
This means you can take a photograph on your Windows smartphone and it'll be available for editing and sharing on your laptop or tablet. The Windows family also embraces the Xbox too. If you've got a Microsoft gaming console you'll be able to tie together all your games across all of your devices.

So, whatever the job and the shape of the device you need to get it done, there's a Windows 10 machine that's right for you.



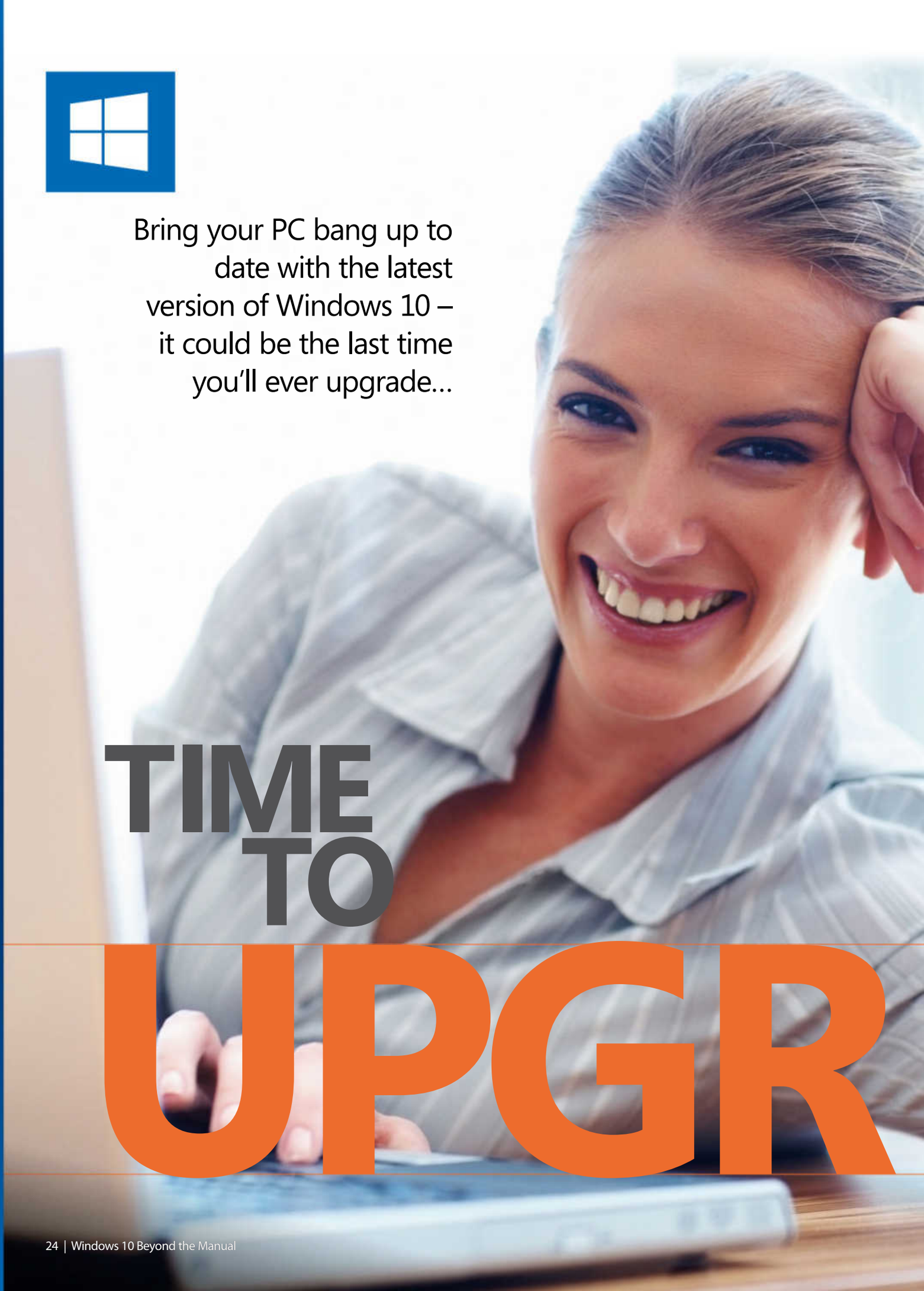
3 A verification email

When you're done, you'll receive an email asking you to verify the request to set up a Microsoft account. This is a very important step, as it prevents hackers creating an account in your name. So, when you receive the email make sure you tap the blue Verify bar. This lets Microsoft know everything is as it should be and it will finalise the last, automatic steps in the creation process.



4 Further configuration

Congratulations! You've created your very own Microsoft account and you can now use it log into Window 10. It will also work on any of your Windows devices. If in the future you want to make changes – such as updating your password, redeeming a gift card, or changing your profile picture – just return to account.live.com, enter your account details and you'll be taken to a menu of configuration options. ■



Bring your PC bang up to date with the latest version of Windows 10 – it could be the last time you'll ever upgrade…

TIME TO UPGR

Could Windows 10 really be the last ever version of Windows? That is will it be an operating system that upgrades and evolves without needing a major version increase? If you currently have Windows 7 or 8, you can find out for yourself, as Microsoft is giving you the upgrade for absolutely free. Read on to find out more, including how to cleanly and safely install Windows 10 on your machine.

Which edition?

Windows 10 is currently split into seven different editions, the key two being Windows 10 Home and Windows 10 Pro edition, which mostly mirror the home versions of Windows that we're used to.

Windows 10 Home ($119, approx £77) is the standard version that Microsoft intends for use in, yes, the home. There's little left out: you'll get hot new features such as Cortana and the Edge web browser, as well as Windows-standard security tools such as secure boot and Windows Defender. If you're currently using Windows 7 Starter, Home Basic or Home Premium, or the standard Windows 8.1, this is the version you'll get as part of your free upgrade.

Windows 10 Pro ($199, approx £128) is designed for slightly more advanced operation, and includes a few more features, including the ability to host a Remote Desktop session, additional data security with Bitlocker and the Encrypted File System (EFS), additional networking components, and Hyper-V, which allows the creation of virtual machines. In addition, the Pro edition will offer the option to defer updates for a limited time (the Home version applies updates automatically without user intervention) and ups the RAM support from 128GB to 512GB. Professional or Ultimate versions of Windows 7 and 8.1 will tick over to Windows 10 Pro.

Other versions include Windows 10 Enterprise, which is tailored specifically for business use on stability-critical systems, and a similar skew for academia, Windows 10 Education – both are available only to those who qualify for volume licensing, so they're unavailable for use in the home.

Windows 10's core code is also making its way to mobile devices with the Mobile and Mobile Enterprise editions, which will replace Windows Phone 8. Proving Windows 10's versatility even further, there's Windows 10 IoT Core, a stripped-back version tailored to small devices that make up the Internet of Things; think the likes of the Raspberry Pi, low-powered computers designed for specific tasks. Future releases will see Windows 10 reaching other devices, such as the Xbox One, and Microsoft has trademarked 'Windows 365', which may suggest that a subscription option is in the offing.

Get installing

Installing, as you'll find out, is a reasonably straightforward process, akin to version upgrades you may have previously performed. Upgrading from within Windows is even easier – it's a slick and seamless process that requires little to no input. In our testing, we lost no files or installed programs, although be aware that you may see a few default Windows apps disappearing – Windows 7's versions of, for example, Solitaire and Hearts will not transfer to Windows 10, because Windows 10 has its own.

Thankfully Windows 10 maintains a high level of compatibility with previous versions, and we're yet to encounter any software that doesn't work exactly as it did on the Windows 8.1 desktop.

If you're eligible for the free upgrade – that is, if you're running a properly licensed copy of Windows 8, 8.1 or 7 with at least Service Pack 1 installed – you'll see a windows logo in the taskbar at the bottom-right corner of your desktop. Click it, register your intention to upgrade, and you'll get the full, unfettered Windows 10 absolutely free. But there's more than one way to upgrade, and several things to bear in mind when you do so. Here we cover everything you need to know!

ADE

Installing is so easy, even this lot can do it…

WHICH WAY TO INSTALL?

If you're well prepared, putting Windows 10 onto your PC is a piece of cake – even if you have very specific requirements. Just follow our advice to see how

We're going to show you how you can install Windows 10 if you don't want to go for the simple in-OS upgrade. This will be either a clean install or a virtual machine install. The latter will leave your current machine pristine – perfect for testing out the advanced features of 10 without the risk of losing any data.

Coming clean

Let's start with a clean install. If you have a copy of Windows 10 on DVD, put it in your optical drive, restart your machine, and it'll boot from the disc. If it doesn't, you'll likely need to change a setting in your computer's BIOS/UEFI to put the optical drive first in the boot order. We can't be specific about exactly what setting to change and how, given the wide variety of BIOS and UEFI systems out there, but watch out for a message displayed on your PC's screen at boot time – you might see a small window in which to hit an allotted key, usually [F2] or [Del]. If you know the model of your PC, or the model of your motherboard in the case of custom-built desktop PCs, check your manufacturer's website for further instructions.

The above process is also true if you've transferred an ISO image to USB for installation; while there are a few more steps to take before you can get started as long as your install media is set to boot first, you'll be fine. You'll probably need to ensure you have your drive inserted into a port before you boot to BIOS in order to set this up. The actual installation process couldn't be easier, particularly if you've installed Windows 8.1 or 7 from scratch before. Once you're running the installer, just follow the instructions displayed on screen. The Windows 10 install process is even more simple and foolproof than ever before, and if you're careful not to let it overwrite a partition you're using, you'll likely have no problem.

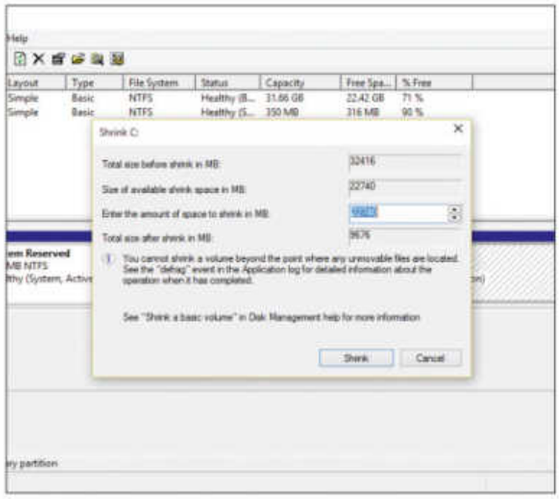
But wait! Hold fire if you're looking to dual boot Windows 10 with 7 or 8.1; before you install, unless you already happen to have a spare partition, you'll need to use the Disk Management tool within your old OS to resize your primary partition and separate off a little space for Windows 10 to install into. The tools are almost identical in each OS.

But wait… again! Before you can resize your main partition effectively, you'll need to make sure all of your files are arranged by defragmenting it, leaving a portion of space at the end to be reallocated. Right click your primary drive in Windows Explorer, select 'Properties', open the Tools tab, and click 'Defragment now'. Now just click Defragment Disk to start the process.

Disk Management

Launch the Disk Management tool by opening the run dialog with [Windows]+[R] then typing **diskmgmt.msc**. The interface shows the partitions that exist on your machine – you'll probably

Go to the Disk Management tool for another option



Your BIOS or UEFI settings will allow you to choose your boot drive – if your PC isn't booting from USB or DVD, go here first

> "If you want to test Windows 10 in a non-destructive way install it inside a virtual machine"

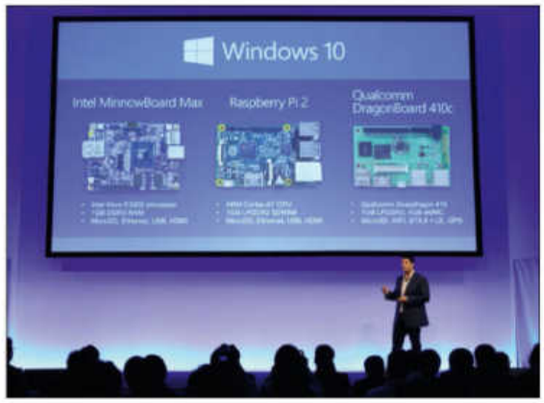
have at least two, a small recovery partition and a much larger main partition, and it's the latter we're interested in. Check in the volumes list at the top of the window that your chosen partition has enough free space (at least 16GB for 32-bit Windows 10 and 20GB for 64-bit, though we'd obviously recommend allocating a fair amount more). If you're short on space, you'll need to clear some files before continuing.

Right click your target drive in the Disk Management tool and select 'Shrink Volume', then input the amount of space you're looking to claw back. Be aware that the tool is looking for this in MB rather than GB, so add three zeroes to the end of your intended space in GB. Click 'OK' and the tool will go to work, and you'll be left with an area on your drive labelled 'unallocated space'. We now need to turn this into a partition. Right click it, select 'new simple volume', and click 'Next'. You can give this new partition any letter you like. Keep clicking 'Next' until you see the formatting options. Make sure you choose 'NTFS' as the file system, and label your drive ('Windows 10' perhaps?) before formatting the space. If you ever want to revert the changes and get the space back, you can use Disk Management's Delete Volume and Extend Volume tools to expand your primary partition once more.

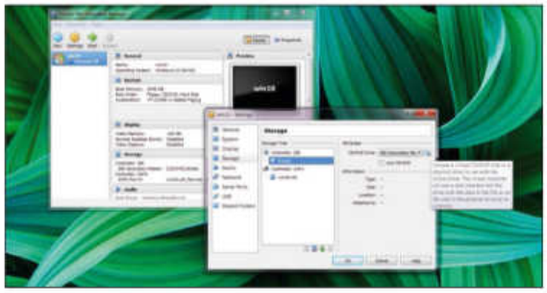
Go virtual

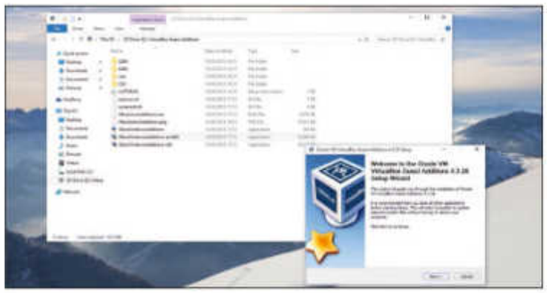
A final option, if you're looking to test WIndows 10 in a non-destructive way, is to install it inside a virtual machine. You can do this with any kind of media – DVD, USB or ISO – and though you'll suffer a performance hit, this method gives you the chance to experiment without any risk. Grab the latest version of VirtualBox from www.virtualbox.org, install it (and its components), and run it.

Click the 'New' button, type in a name, select the appropriate version of Windows 10 in the Version drop down list, and click 'Next'. Leave all of the settings at their defaults, and click 'Next' and 'OK' until you see your new install added to the main VirtualBox interface. Now, with that VM selected, click 'Settings', go to the Storage page, click the disc marked 'Empty' under 'Controller: IDE', then the CD icon on the right-hand side of the window. Choose the appropriate install drive (or disc image, if you're using an ISO file) then click 'OK'. Click the 'Start' button, and your install will commence.



Microsoft executive vice president Terry Myerson explains the low-powered Windows 10 IoT core at the 2015 WinHEC conference





One you've installed within VirtualBox, install guest additions to get the most out of your VM

MEDIA GUIDE

If you've downloaded an ISO version of Windows 10, you'll need to turn this into valid bootable media before you can install it. If you have a writeable disc like a DVD-R, this is super easy: just pop it into your PC's drive, right-click the ISO, and select the appropriate option to burn it straight to the disc.

To transfer your ISO to a bootable USB stick, first make sure your target stick has a capacity of at least 8GB, and remove any files you want to keep, as the drive will be completely wiped as part of the process. Next, download Microsoft's Windows 7 USB/DVD Download Tool – ignore the name, this is valid for any version of Windows – install it, run it, and select the ISO file you've downloaded as the source and your USB drive as the destination. Let it run, and you'll soon have a bootable USB stick ready to install Windows 10 on your target machine.

Make sure any precious photos are backed up first

BEFORE YOU INSTALL

Just in case things don't go to plan, make sure you've got everything in order before taking the plunge

While it's highly unlikely that anything will go wrong in the course of an upgrade, we'd still recommend being safe – a new install is a good excuse for a backup! If you're heading for a clean install or an upgrade, you'll want to make sure you don't lose anything valuable in the process.

Safe data is data stored in three distinct places – its original location, and two geographically distinct copies. This means an additional partition isn't really going to cut it, given that it's the exact same physical location as the original data; you need to use a high-capacity external drive, and some kind of online cloud storage. Most free services – Dropbox, Google Drive and the like – only offer a limited amount of space, so only place your most critical files online if you're not willing to pay. Services such as Carbonite or CrashPlan, which generally charge a monthly subscription fee, offer a much more extensive range of backup options, and will generally do all the hard work for you.

Finding the files

The key location to have backed up is your personal folder, which will sit within the Users folder on your main drive. This includes all of your libraries – Documents, Photos and the like – and your Windows desktop. But do be warned it won't cover absolutely everything safely.

There's a small chance you're extremely organised, and you know where every file of a given type resides on your hard drive. There's a much larger chance that everything is scattered in various separate places, so you'll need to dig everything up. Use Windows' search facility to find what you're looking for; open up Computer in an Explorer window and use the search bar at the top to search for, for example, *.jpg to find all of your photos, or *.mp3 for your music. Select the files from your searches and copy them to your external drive and, if you have available space, to your chosen cloud service.

> "Data should be stored in its original location, and two other places away from the PC"

Full on

If you have a big enough external drive, there's a way to be ready for any eventuality – completely back up a mirror image of your current hard drive, Windows and all. We'd recommend Macrium Reflect Free (www.macrium.com/reflectfree.aspx) for this; it's a particularly straightforward way to clone a drive, and while it doesn't have advanced features like incrimental backups – these are saved for the paid-for versions – it does what you need it to do.

POST-INSTALL BLUES

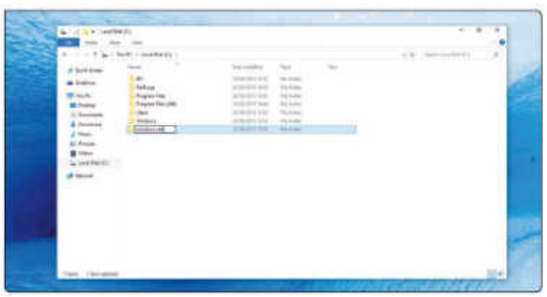
If things are not working well, you can choose to go back to what you had before. It's easy!

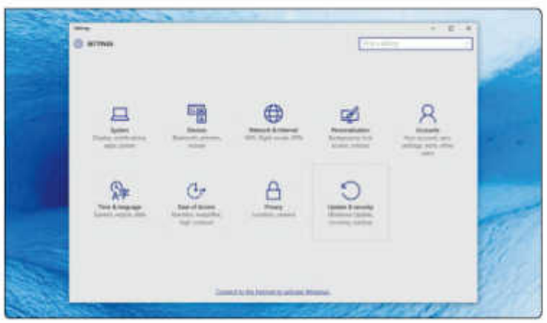
If you aren't getting on with your new upgrade there are ways of going back

Occasionally, things don't work out. And this might be the case with Windows 10. We're not judging you. Maybe something's gone wrong. Perhaps you tried the Insider Preview and now want to clean it off and install the full version, or maybe you're suffering from installer's remorse and want what you once had. If you've upgraded from a previous version of Windows, anything from XP up, there's a chance you can simply roll back to your previous installation – settings, software and all, including any files, such as photos or documents you've added to your Win 10 installation – without any trouble.

After installing Windows 10, and before doing anything else, rename the folder 'windows.old', which will be sitting in your C: drive. Call it something like 'win8.old'. Windows looks for 'windows.old' when doing a rollback, and it'll be replaced any time you install a new build of Windows – meaning that installing a new version of Windows 10 will overwrite it. Once you've renamed the file, it won't be overwritten. Alternatively, you could copy this file to an external drive.

Find the windows.old folder in the root of your main partition and rename it to keep it safe





If you're rolling back to your previous version, just head to the Update and Recovery section of the settings panel

Rolling back

If you're ready to switch to your previous version, first change the name of your renamed folder back to 'windows.old' (first renaming the current 'windows.old' folder, if there is one), or copy it back onto your drive if you've stored it elsewhere. Next, use Windows 10's search function to find 'recovery options', and click the top entry in the list. Under 'go back to an earlier build', click 'Get Started', click through the options, answer the questions, and be prepared for a bit of a wait. Alternatively, you'll likely be given a Windows Rollback option when you boot your machine, particularly if you're using a preview build of Windows 10 – this will do the exact same thing.

Note that you'll lose any programs you may have installed on Windows 10, so you'll need to install these again on your new (old) operating system, but you should find that personal files stay. You'll also have to use your old password; if you've changed it for Windows 10, this change won't be passed back.

Bear in mind that Windows 10 will leave its mark in the form of a folder called 'windows.xxx', stored in your C: drive. This can be reasonably large – around 20GB – so you'll want to get rid of it once you've booted into your old OS. The disk cleanup tool will do this automatically. The reverse is also true, of course; if you're settled in Windows 10 and are sure you won't want to go back to your old OS, you can safely clear off your 'windows.old' folder and free up a little room.

Go extreme

If things have gone so wrong that you're unable to use Windows 10's rollback feature – if, for instance, you've inadvertently replaced your windows.old folder with one containing a previous build of Windows 10 – you'll need to restore from a backup. If you followed our advice about using Macrium Reflect on the previous page, this will be reasonably straightforward. Begin by setting up the Macrium Reflect recovery environment on a USB stick or DVD-R (use another computer if your current one is not working properly) boot into that, and use your backup to re-write the old operating system to the drive. ■

Learn how to...

Customise your new Windows 10 Start Menu

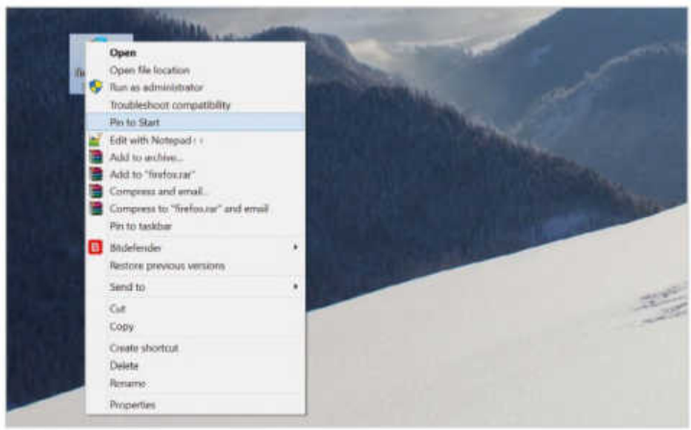
The Start menu is easy to customise in Windows 10, allowing you to put exactly what you need for work and play right at your fingertips

TIME TAKEN
10 minutes

With Windows 10 finally here, you might be wondering what exciting changes will be in store for you and your PC. Also, will the new system be easy to get used to?

The short answer is, we can absolutely guarantee you will be up and running with your new operating system in next to no time. Of course, there's plenty that's different, but Windows 10 is designed to make your computing life easier and even more streamlined than ever before.

In this tutorial, we start the journey by looking at the Start menu, and see what has changed with the launch of Windows 10. Let's get Started!

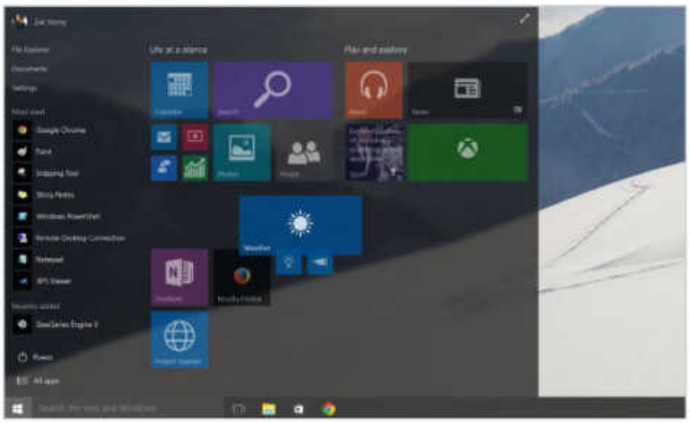


1 Pin an app to the Start Menu

We'll begin by adding programs to the new Start menu. If you're familiar with how to do this in Windows 7, it follows exactly the same routine here. Find the app you wish to add, right-click it and select 'Pin to Start'.

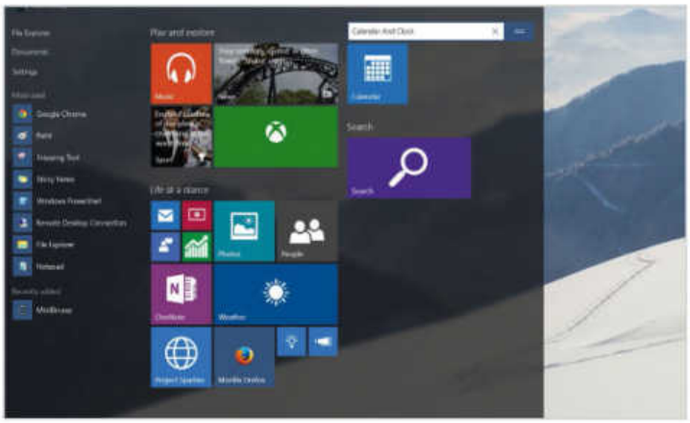
2 On the tiles

We now have the app's icon pinned to the Start menu as a tile. You can customise your Start menu by resizing and moving the tiles around. Right click one to bring up a drop-down menu. Here you can switch live tiles off or on, resize them and more.



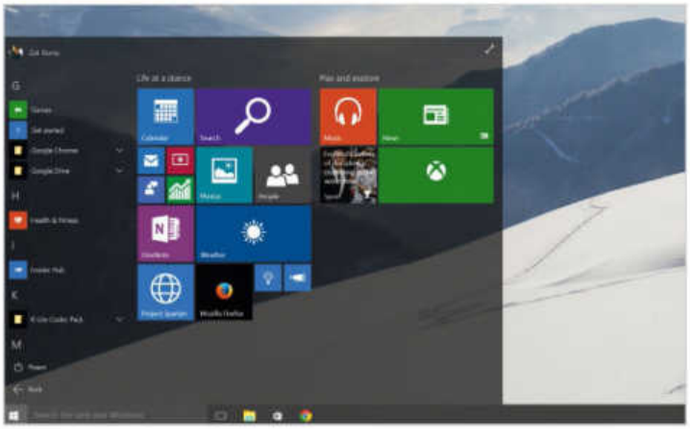
3 Resizing pinned apps

Here we'll resize a tile to make it smaller. Apps downloaded from the Windows Store offer more resizing options, while other programs only have the option to go from medium to small. You can drag the tiles into the order that suits you best.



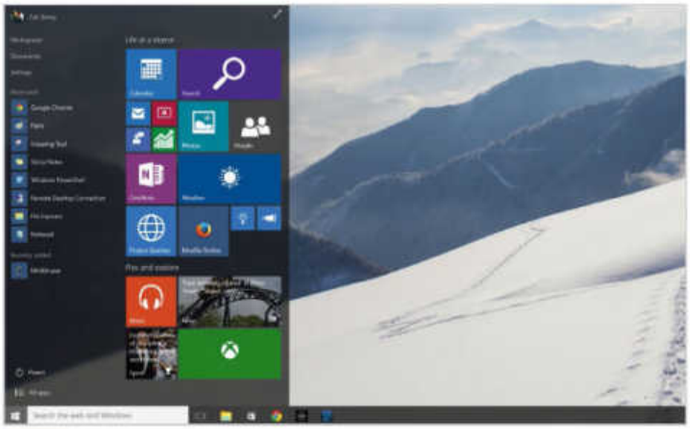
4 Group and title

You can also arrange tiles into groups. The groups can be renamed into categories, for example. To do this, move your cursor just above each column group and left-click once, you can now type in a name for the group.



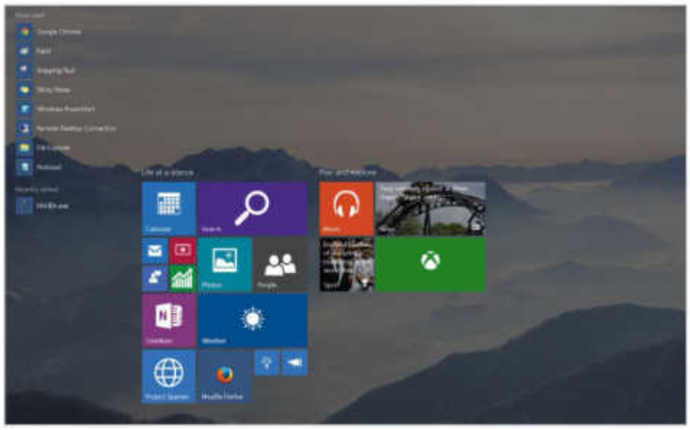
5 All Apps

With Windows 10 Start Menu comes a slight change in the way you access programs (which is similar to Windows 7) – the All Apps tab at the bottom of the Start Menu brings up a list of everything installed on your computer for quick and easy access.



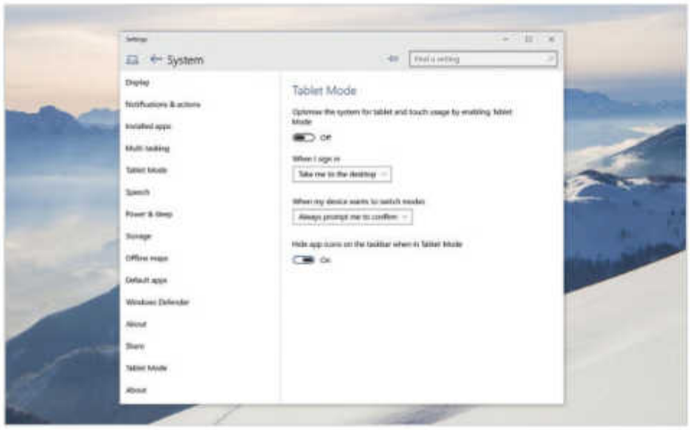
6 Resize the entire menu

If you feel the Start menu is still a little too big, you can resize the entire thing. As you would with a window, move the mouse to the edge of the Start menu and left-click. You can now hold to drag and resize the Start Menu to the size you want.



7 Classic Windows 8 Mode

If you really don't want to leave Windows 8 and miss the Tile menu, Microsoft has it covered. Simply click the diagonal arrow in the top right-hand corner of the Start Menu. From now on, this will expand the Start menu across the screen.



8 Enabling Tablet Mode

If you have a 2-in-1 tablet, the more desktop-like interface may not be right for you. If you want to change back to a style more akin to Windows 8, click Settings from the Start menu, then go to 'System' and switch on 'Tablet Mode'. ■

Learn how to...

Be productive in Windows 10

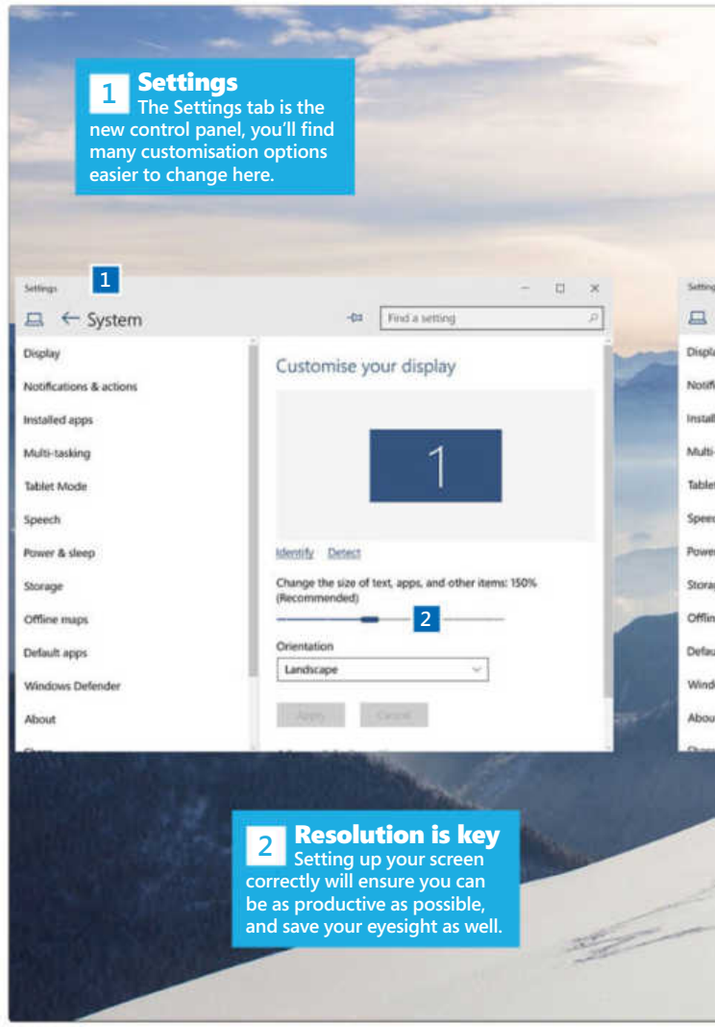
With so many new features it's important not to miss what's on offer

TIME TAKEN
1 hour

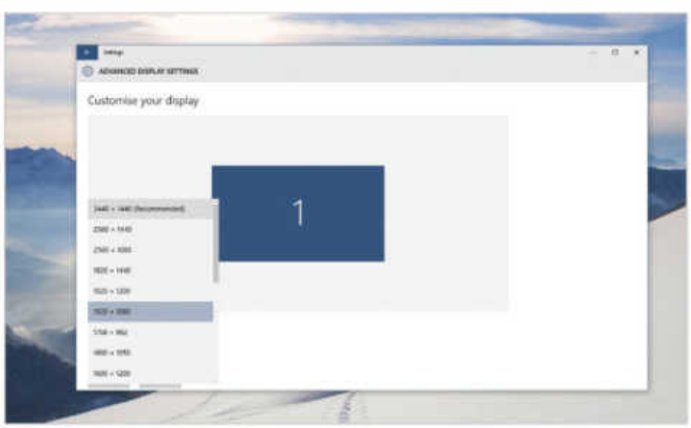
When it comes to aiding productivity Windows 10 has plenty to offer. Whether it's aero snapping your apps to corners or asking Cortana to help you out by setting reminders, it's all there to streamline your daily computing.

The best approach is to dive right into as many of the settings as you can – personalising your operating system, desktop and programs for the tasks you perform the most.

For instance, if Cortana isn't your thing, or you prefer not to search on the desktop through Bing then you can remove that part from the taskbar at the bottom of the page. Doing this will give you more screen space, as well as a tidier desktop and leave you with more space to pin programs to. But, these are just a few ways to improve your Windows experience, read on to learn more.



Get busy with Windows 10

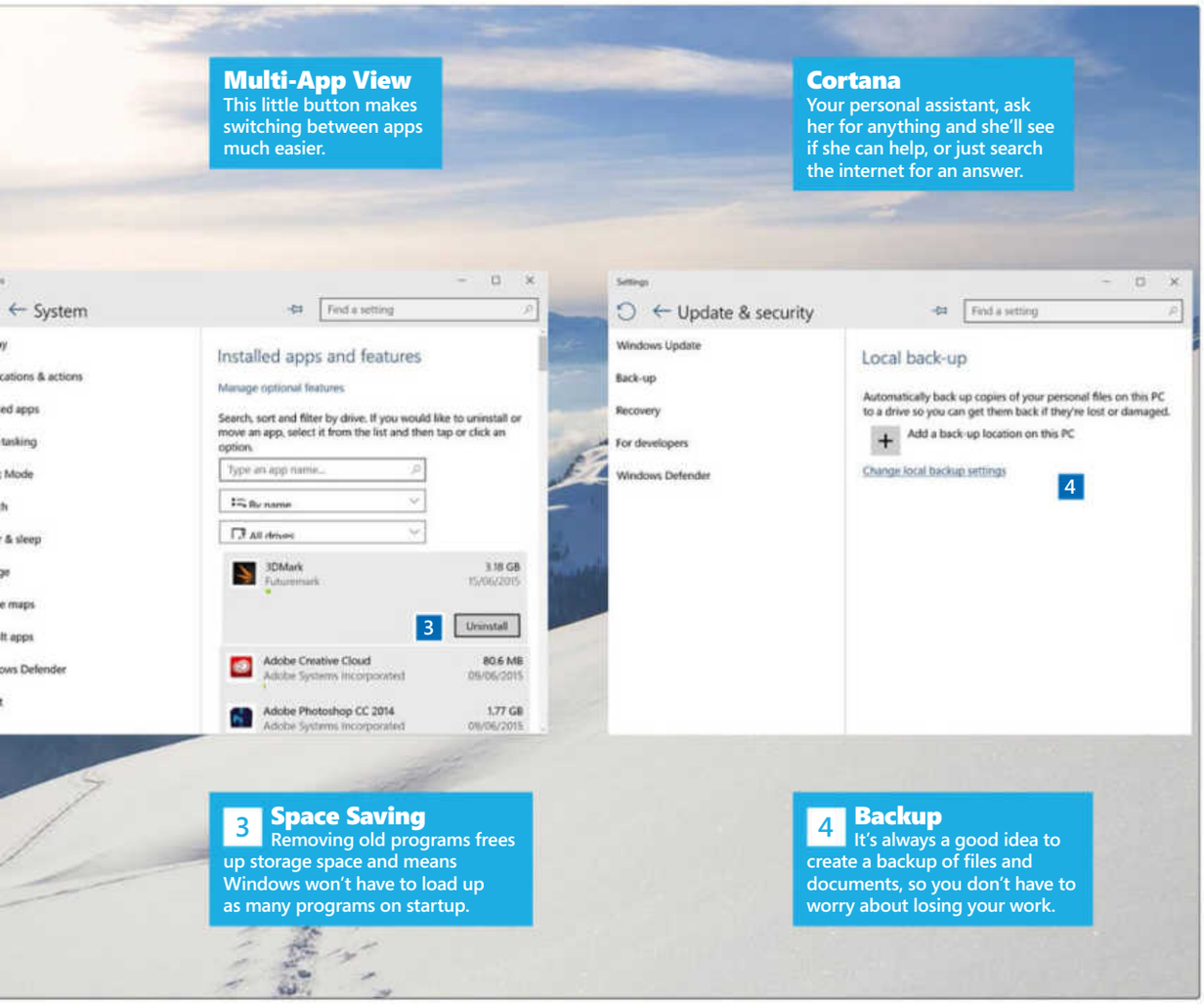


1 Set up your screen resolution

To help increase your productivity make sure your screen is running at maximum resolution. You'll find text and images are much clearer and easier to see. Right click an empty area of your desktop and select 'Display Settings'. You can now select 'Advanced Display Settings' in the right-hand window. Here you'll find the Resolution drop-down menu – select the highest option.

2 Switch to Tablet mode for 2-in-1 laptops

Open the Start menu and select 'Settings'. Here you'll find some tools you can configure to make your life easier. Enabling 'Tablet Mode' will make Windows 10 act more like Windows 8 – your apps will be fully sized and your Start Menu will expand to the entire screen. Ideal for 2-in-1 laptops and touchscreen all-in-ones.

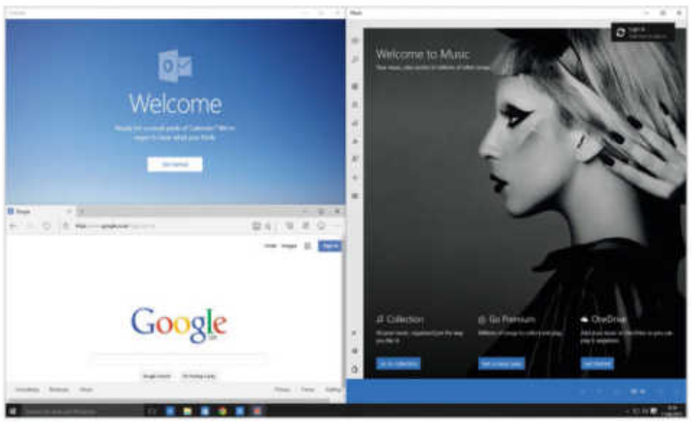


Jargon buster!

Resolution
The resolution is how many pixels occupy the screen. The higher the resolution the more dots and the clearer your images will be.

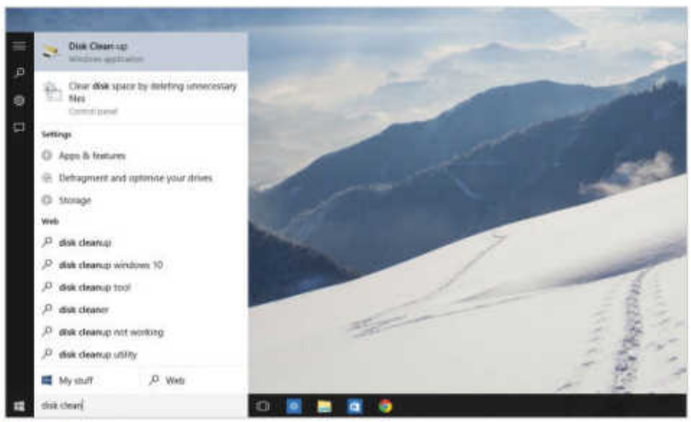
Snapping
A way of arranging and resizing windows, by dragging them to the edge of your screen.

Partition
A separate segment of your drive split off to organise and protect your files from viruses or data loss.



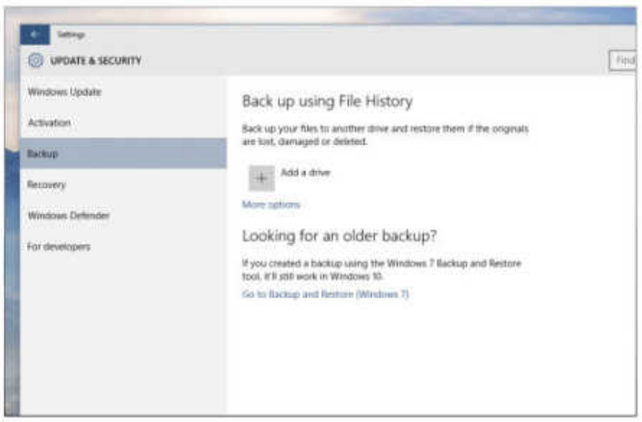
3 Aero Snap in Windows 10

Snapping programs to the sides of the screen was a feature introduced in Windows 7. In Windows 10 you can now snap applications to each corner, as well as to the sides, by left clicking and dragging the top bar into a corner. You will also see a visual representation of how much screen space the app will take up. This makes it much easier to multitask with two documents.



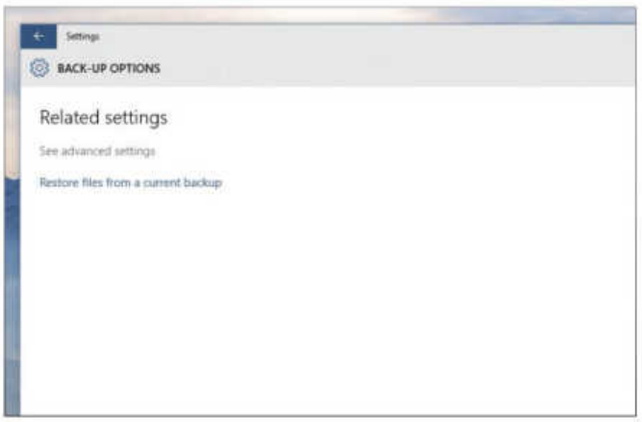
4 Uninstall programs

Uninstalling old and unused programs can be useful for freeing up storage space on your PC. You'll also notice your start-up times become speedier if you declutter. To do this, click 'Settings' in the Start Menu, select 'System' then on the left tab select 'Installed Apps'. Here you can remove apps by left-clicking them and selecting 'Uninstall'.



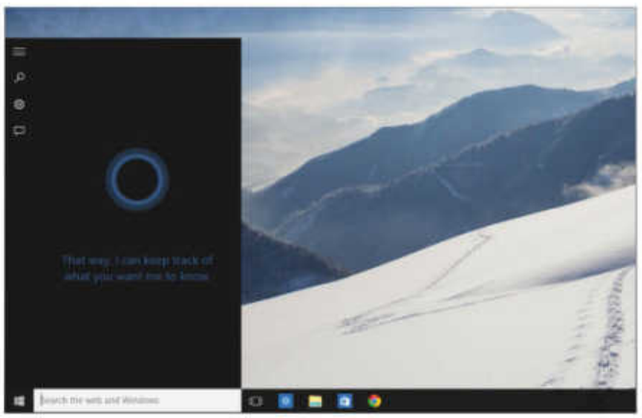
5 Create a secure backup

You'll need around 120GB of excess storage in a separate partition or drive to create a secure backup of your PC's OS and documents every week. Go to 'Settings' and select 'Update & Security', then click on 'Back-up' in the left-hand window. Click on the '+' button and select the partition or drive you wish to use. Once done select 'more options', then 'See advanced settings'.



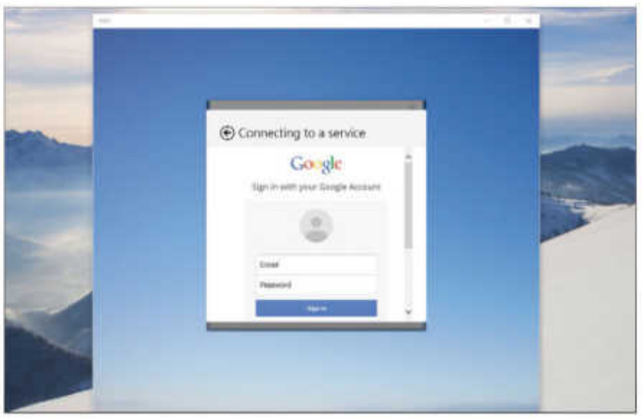
6 Finish the backup

Now click 'System Image Backup' in the bottom left-hand corner of the screen, and click 'Set up Back-up' on the right-hand side of the screen. Highlight the drive you want to use for your backup and click 'Next', then 'Let Windows Chose'. Hit 'Next' again. You can now set up the schedule for when Windows performs the backup and then press 'Save settings and run backup'.



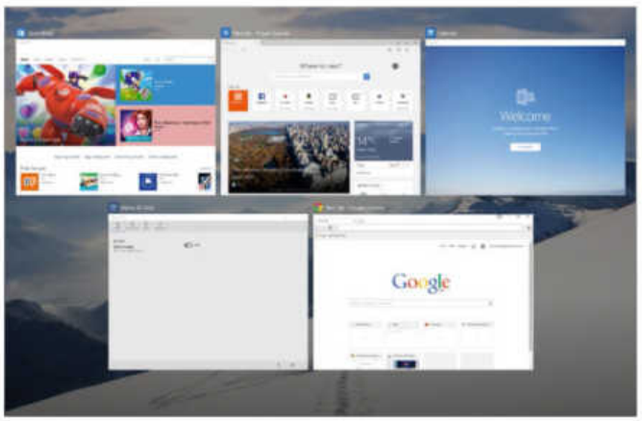
7 Cortana on call

If you are signed into your Microsoft account you can use Cortana for many things from searching the internet, to setting calendar reminders or sending emails. To get going, just say "Hey Cortana" (making sure your mic is enabled) or type Cortana into the search bar at the bottom left-hand of your screen. If she can't do something for you she'll search the internet for the answer.



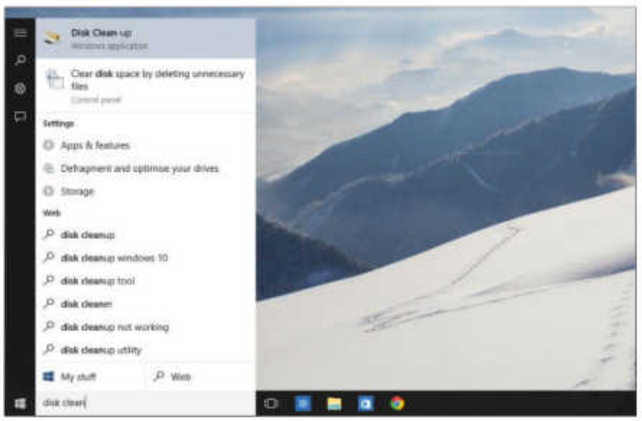
8 Organise mail accounts into one

Keeping all email accounts in one place was a handy feature introduced in older versions of Windows 8. However, the Mail app that replaced Outlook has much more increased functionality. Click on the Mail icon in your Start window select 'Add account', select your email service and fill in the details. You can now select 'Done' and all your emails will be in one place.



9 Multi-App view

Another neat feature is the ability to swap between many apps at any time. Just press 'Task view', the button to the right of the search bar near the Start menu. This allows you to quickly switch between open applications (including minimised ones) without having to trawl through the icons on your task bar, making it much easier to find programs.



10 Uninstalling the old Windows

So, it's time to bid farewell to Windows 7 or 8 on your PC! To uninstall it, click on the Start menu and type in disk clean up, then open the 'Disk Clean Up' application. You can now select drive (C:), press 'OK' and let Windows scan the drive. Scroll down the open window and tick 'Previous Windows Installation(s)' tab, select 'Clean up system files' and you're done. ■

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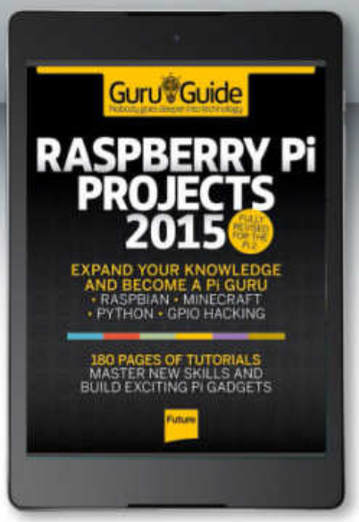

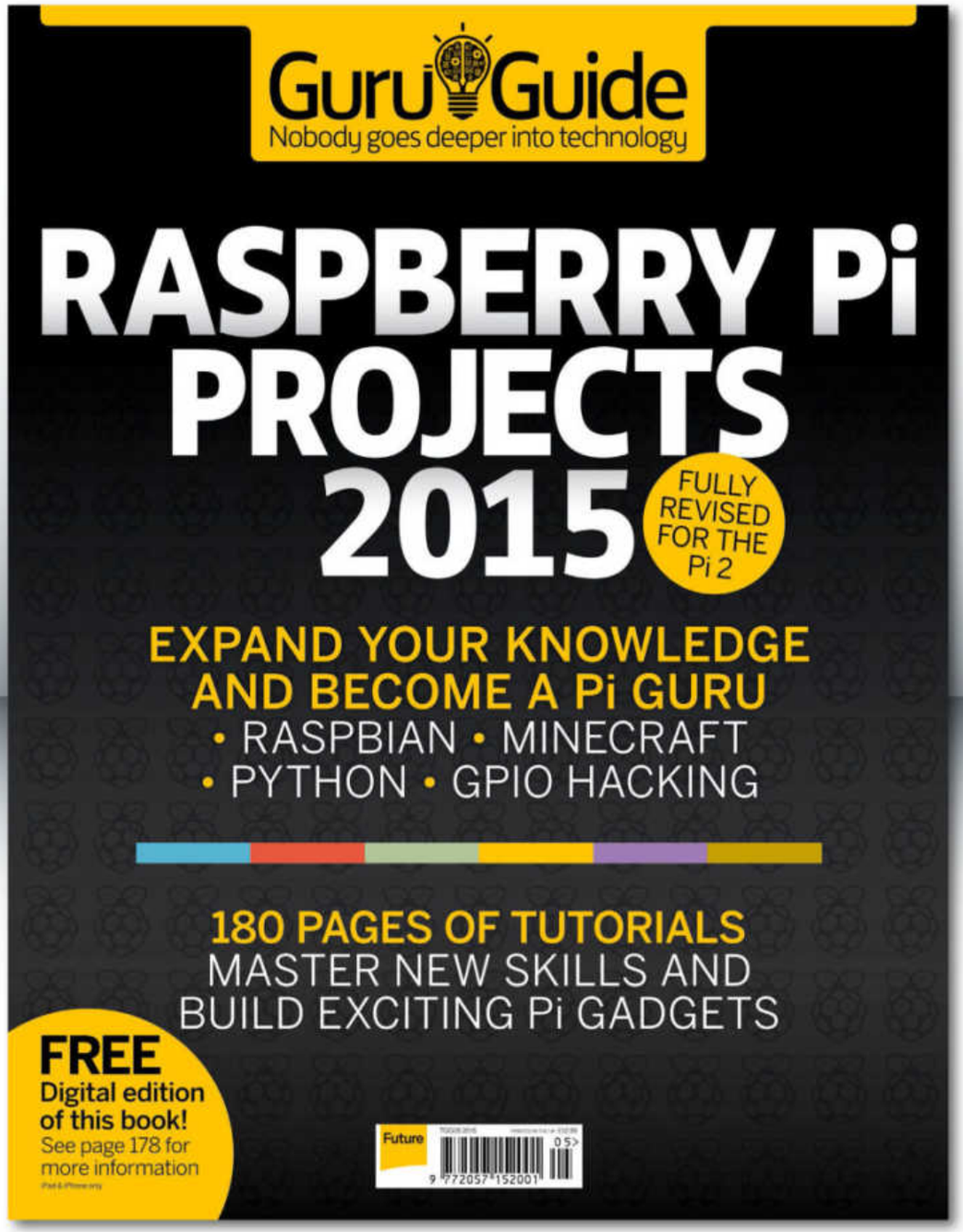

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Windows 10's Tablet Mode

Windows 10's Tablet Mode (previously known as 'Continuum') ensures the new OS adapts to the device you're using

Leading up to its launch, we've had unparalleled access to Windows 10 thanks to Microsoft's Insider program, which was essentially a way for developers and early adopters to try the system as it moved through versions.

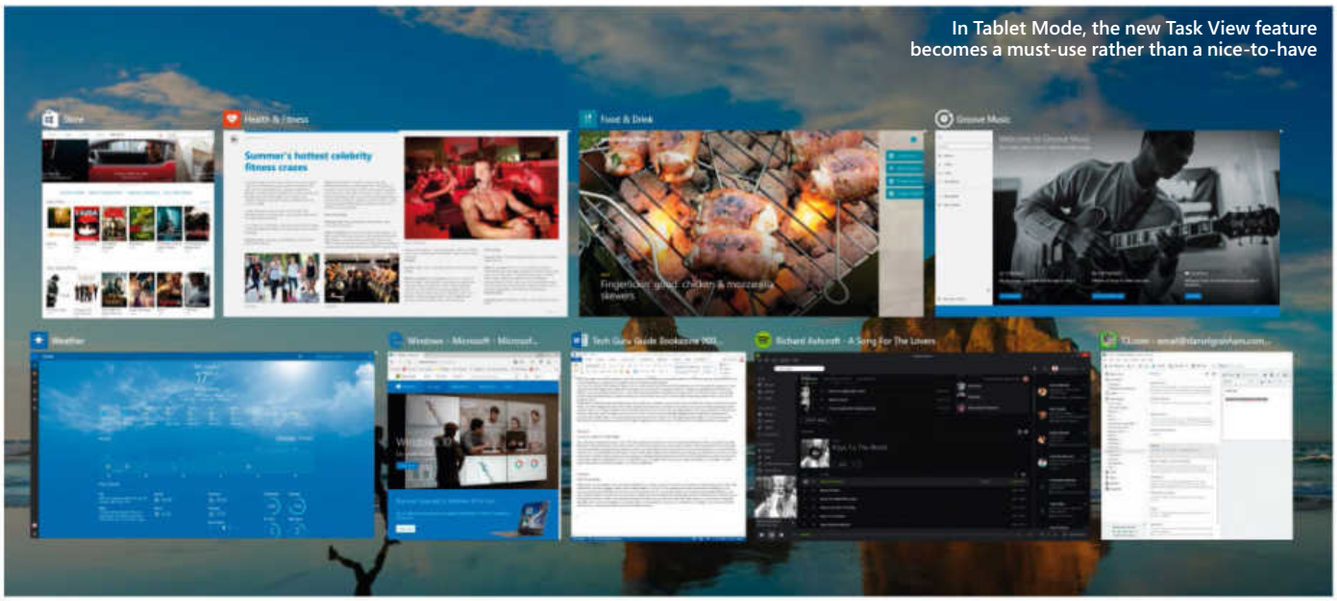
Throughout this process, Microsoft talked about a new capability called Continuum. You'll notice that this name isn't used in the final version of Windows 10; instead the new feature is now called 'Tablet Mode'.

However, both names give a clue to what the new feature is designed to do, and that is provide a seamless experience for users of Windows technology. With more 2-in-1 PC/tablets being sold (as well as more standard laptops with touchscreens), Microsoft wanted to find a way for Windows 10 to adapt to its surroundings. And that's what we have with Tablet Mode. In a sense, it's Windows 10's answer to bridging the gap between touch and conventional keyboard and mouse use; something that didn't go down so well with Windows 8.

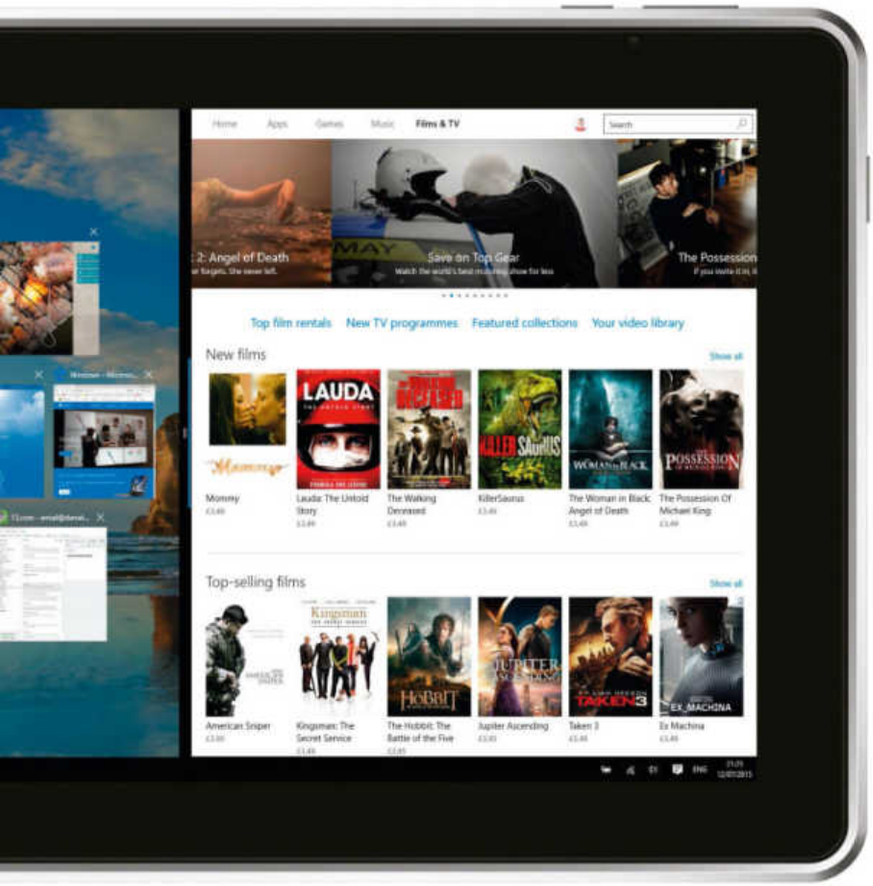
A touchy subject

The problem with Windows 8 is that it was all about touch. Keyboard and mouse users were treated as second-class citizens. The enhancements in Windows 8.1 went a long way to solving these issues, with elements such as the taskbar appearing on top of the Start screen if you needed it to. The problems with Windows 8 ran deeper though, as it was a confused mess in other areas, such as the Charms. The Charms bar gets axed in Windows 10, but they still had a role to play for tablets and, in some ways, it seems retrograde to revert everything back to the Taskbar and Start menu. But in other ways it doesn't, and this is why Tablet Mode exists; it helps Windows 10 become touch friendly when you need it to, and non-touch friendly when you don't. It's also designed to bring a more consistent user interface across all Windows 10 devices rather than having dual Desktop and Start screen modes, as we had in Windows 8 and 8.1.

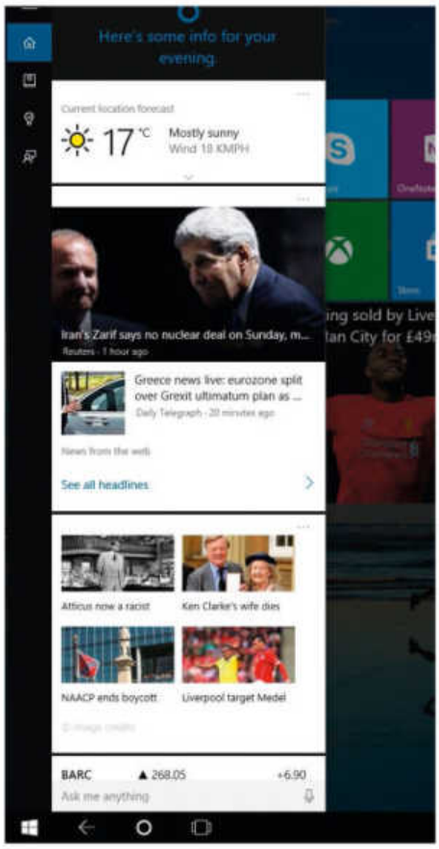
This process can be automatic. In simple terms, Tablet Mode detects whether or not



In Tablet Mode, the new Task View feature becomes a must-use rather than a nice-to-have



You're able to split the screen between apps and adjust the split as in Windows 8.1



Search, Back and Task View buttons remain next to the Start menu by default in Tablet Mode

a keyboard is attached to your PC. When the keyboard is detached, it becomes a tablet and this can automatically launch Tablet Mode. It is more user configurable than this, though – see the Tablet Mode settings box, on page 39, for more.

You can manually enable it should you want to. This might be useful if the detach doesn't work properly or you want to use your screen like a tablet (even if you've still got a keyboard attached).

As with most commonly used settings, Tablet Mode can be launched via a button in the Action Centre. Action Centre in Windows 10 is designed to be the home for Notifications and to do anything that doesn't require launching the settings app.

Click the Action Centre icon in the Notification area to launch it and then select 'Tablet Mode' from the options at the bottom. It conveniently sits alongside other buttons you can toggle on and off such as Flight Mode, Wi-Fi, Location and Bluetooth, and is underneath any Notifications you get from apps.

The main effects

There are several key usability adjustments that Windows 10 makes when you go into Tablet Mode. Your device automatically adjusts for touch input and your desktop and Start Menu change. Windows 10 doesn't go for a complete reintroduction of the Windows 8 Start screen, but it does something similar. The Start menu becomes full screen, just like it was in Windows 8 and is permanently open on your desktop, so it's more like an iPad-style home screen launcher in the background.

If you've already used the Start menu in Windows 10, you'll know how much it's changed from the version in Windows 7. The new Start menu has live tiles on the right-hand side. You can right-click any file, folder or app in Windows and select 'Pin to Start' to include it here. On the other side you get a list of recently used programs, as well as shortcuts to other key destinations, such as the Settings app and a shortcut to the File Explorer. You can also shut down, restart or put your PC to sleep from this menu, too; click 'Power' and another menu pops up with these options. The live tiles work in the same way as they do in Windows 8 so you can drag any of them around the menu should you wish to re-order them.

Tablet Mode introduces a modified version of this Start menu. The left-hand side of the menu now has three icons. The top 'hamburger' icon enables you to access your most-used apps. This part is more like the desktop version of the Start menu and your User Account is shown at the top – you can lock the screen or sign out here just as you could in Windows 8 and 8.1. This menu is joined by a Power button (which enables you to restart, shut down or sleep) and another icon at the bottom so you can scroll down through a list of app your apps, not just the ones that are pinned to the Start menu. In Tablet Mode, you can also swipe up on the left side to open the All Apps menu, so you can browse your entire apps list. Tap a letter on the All Apps list to go to a letter chooser and quickly jump to another section.

If you're connected to a second display – which you might be with a convertible PC

Do you need a tablet for Tablet Mode?

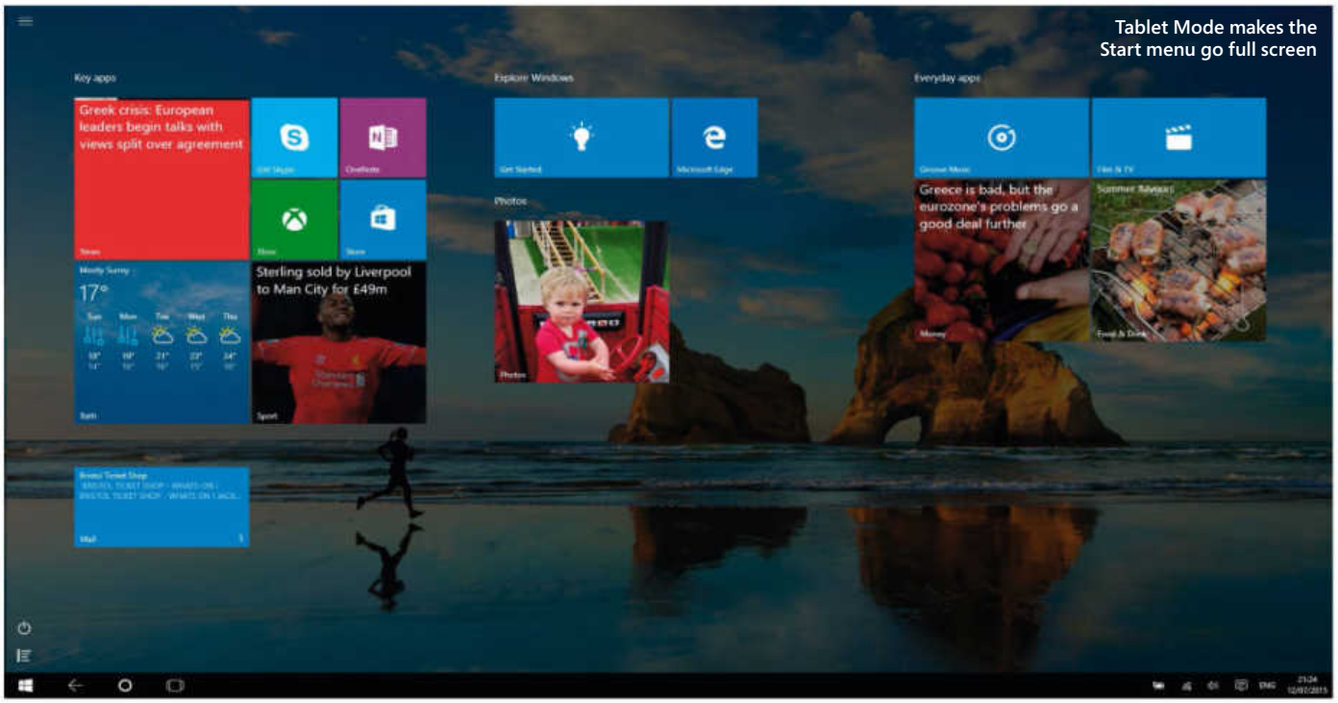
One of the clever things about Tablet mode is that it's completely automatic. But it doesn't necessarily need to be and you can start it manually. Bizarrely, it's not touch specific, so the option to use it is there even if you have a non-touchscreen device. We're surprised at this, but Microsoft must have decided it was impossible to implement in this way. While Tablet Mode isn't useful on a non-touchscreen device, it is something that could be used on a standard laptop, which doesn't have a detachable keyboard. How? Well, say you're doing a presentation or you want to use the touchscreen to choose music at a party; you can change your laptop from being a device set up for mouse and keyboard use into one where the touchscreen is the main method of control. In Tablet Mode you can toggle whether you want the app icons hidden on the Taskbar. For some reason hiding them is the default behaviour, but you can disable this.

or tablet, such as the Surface Pro 3, the Start menu won't go full screen. Instead it will be the same size as normal and it also be constantly open. The other key thing Tablet Mode changes is how the Taskbar looks. It becomes simpler in terms of features – although you can still get to everything you need. It spaces out the taskbar icons in the Notifications area and removes the ones you don't need (mostly unnecessary third-party icons). You just see Wi-Fi, battery, sound and the Action Centre icon left. Plus the ever-present clock, naturally. The App icons are hidden by default, too. We're not sure why this is, but you can turn them back on if you wish. In fact, you can turn any Taskbar feature back on that Tablet Mode removes by default – the app icons, notification icons, touch-keyboard button and language switcher. The touch keyboard icon disappearance is a bit of a strange one, but we guess the reason is the keyboard will still appear automatically if you tap into a text box, browser address bar or similar. So the button not being there isn't a huge issue.

What's more?

On the other side of the Taskbar, the Start icon is now joined by a back button, so you can cycle back to previous apps. If you were in the Start menu and then launched an app, tapping the back button takes you back to the Start menu. It's a much more phone-like experience. There's also a Search icon as well as the Task View button. Search in Desktop mode (which incorporates the Cortana voice assistant) is via a search bar. In Tablet Mode it is an icon by default, offering a more simplistic look.

Apps are full screen in Tablet Mode, whether they're Windows Apps you download from the Windows Store or traditional desktop apps, such as Microsoft Word. This isn't as ridiculous as it sounds – we're all used to using tablet apps on things such as iPads, and Microsoft is trying to appeal to those sensibilities. It does take a little getting used to at first, however. In Tablet Mode you're also able to quit both



Tablet Mode makes the Start menu go full screen

Apps are full screen by default. This is the default Weather app, but desktop apps such as Microsoft Word also go full screen by default

desktop and new Windows apps in the same way you could in Windows 8; by dragging them down to the bottom middle of the screen. Windows apps also have their X icon hidden for this reason (though if you happen to be using a mouse in Tablet Mode these will reappear).

To move between apps, Microsoft hopes you will use the new Windows 10 Task View feature. Using Task View is a lot more intuitive on a touchscreen device. On a laptop or desktop, Task View is rather secondary to just switching between open icons on the Taskbar or using Windows with the Tab button ([Alt]+[Tab] still works as well, as you'd expect).

Task View is a fine new addition to Windows 10. However, you can't say it's a groundbreaking new feature, as it's mostly a repackaging of what has gone before. But what *is* new is its addition to the Taskbar. This brings it to the attention of more users. Until now, many people who used Windows wouldn't have even realised that pressing the Windows button with the Tab one could even take them to an interface to flick between apps. Fewer still will have realised there was a way in the touch version of Windows 8 (not 8.1) to switch between app screens – flicking in from the left of the screen brought up a switcher menu. As with the Charms menu on the other side, it was underused and is now long gone, so it's good to have an even better feature to replace it with.

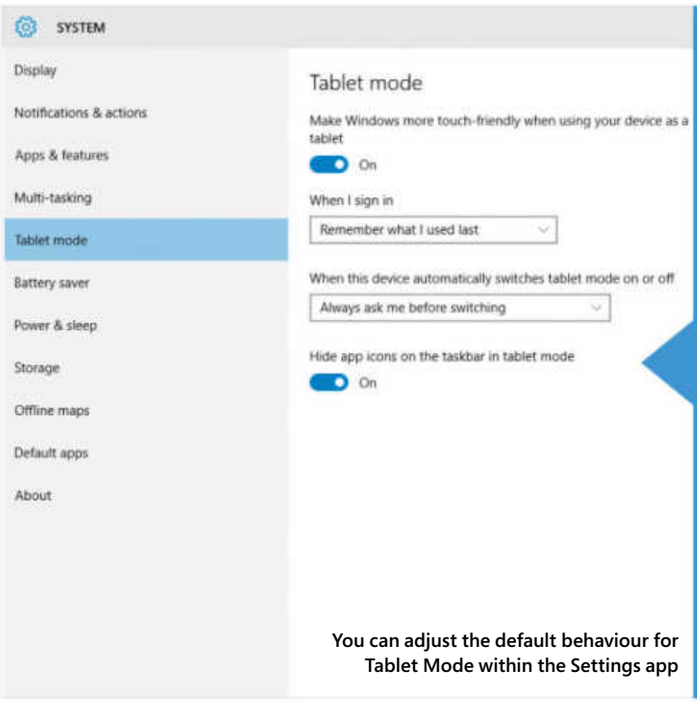
But, it's not true to say that Task View doesn't have any new features, since Task View also includes a Multiple Desktops feature (though it's only available in Desktop mode). While this is a new feature to Windows, it's not a new feature to computing in general; for example it's been featured in Apple's OS X operating system for several versions. Multiple Desktops are intended primarily for work, where you might have your email open on one screen, a spreadsheet on another and so on. To prevent distraction, you can open different apps on different desktops, so you can move between the desktops using Task View and close the extra desktops when they're no longer needed.

Snap to it

Another change to app behaviour in Tablet Mode is the way you snap apps to the sides of the screen. As was possible in the Windows 8's Start screen, you can pin two apps side-by-side in Tablet mode. And as in Windows 8.1 (but not original Windows 8) you can adjust the split. Simply drag the bar that runs down between the two apps. Aero Snap in Windows 10's desktop mode now enables you to do a four-way split, but you can't do this in Tablet Mode (we really like the capability to do it in Desktop mode, though).

If you used touch back in the Windows 7 days, you'll know that using a touchscreen with the desktop was a far from pleasant experience. It was really hard to hit the target you wanted with your finger and it just wasn't a very good experience. Things are really different in Windows 10. There's much less uncertainty in the touch. This is due partly to much better touchscreens being around than when Windows 7 was released. But Microsoft has also worked hard to make the desktop an environment where touch can thrive rather than be 'second best' to keyboard and mouse.

Tablet and 2-in-1 devices (with a detachable keyboard) are still in the minority when it comes to the number of Windows devices out there, and it's hard to see that changing in the short term. That's why Windows 8 was such a mistake for Microsoft; it went too far towards catering for touch-based PCs that are a small percentage of all the Windows devices sold. And that's also why Tablet Mode is such a great addition for Windows 10. It's there when you want it and gone when you don't. And for those of us with hybrid tablet/laptop devices detaching the keyboard and transitioning to Tablet Mode is a seamless experience. No longer is it just a case of the hardware being touch-ready, now Windows is as well. With Windows 10, Microsoft has worked hard to bridge the gap between desktop use on traditional PCs and tablets and it has succeeded. ■



You can adjust the default behaviour for Tablet Mode within the Settings app

Tablet Mode settings

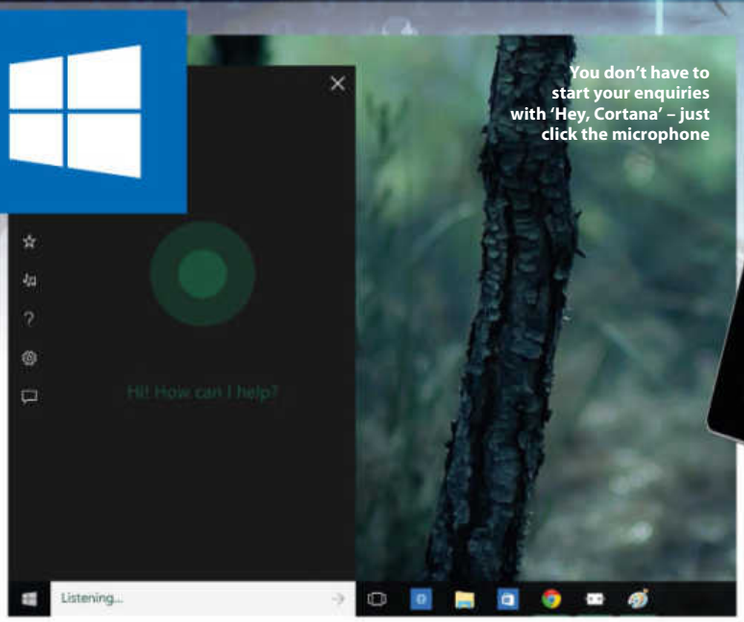
Tablet mode can be automatic when you detach a keyboard, but it doesn't have to be. Within the excellent new Settings app, go to 'System', then 'Tablet Mode'. You'll see a toggle switch to switch Tablet Mode on or off, but it's the settings underneath that are more interesting. You can choose what you want Tablet Mode to do when you first sign into your PC. Tell it to remember to switch Tablet Mode on or off depending on what you used last. Or select to always go to the Desktop or to automatically switch to Tablet Mode (so if your PC detects a keyboard it still won't switch). The option below this enables you to control how automatic Tablet Mode is. You can make it automatic when a keyboard is detached, or you can choose to be prompted via a pop-up on the desktop. And finally, you can choose not to be asked and for it not to be automatic (but you can still invoke it manually).

CORTANA SEARCH EVOLVED

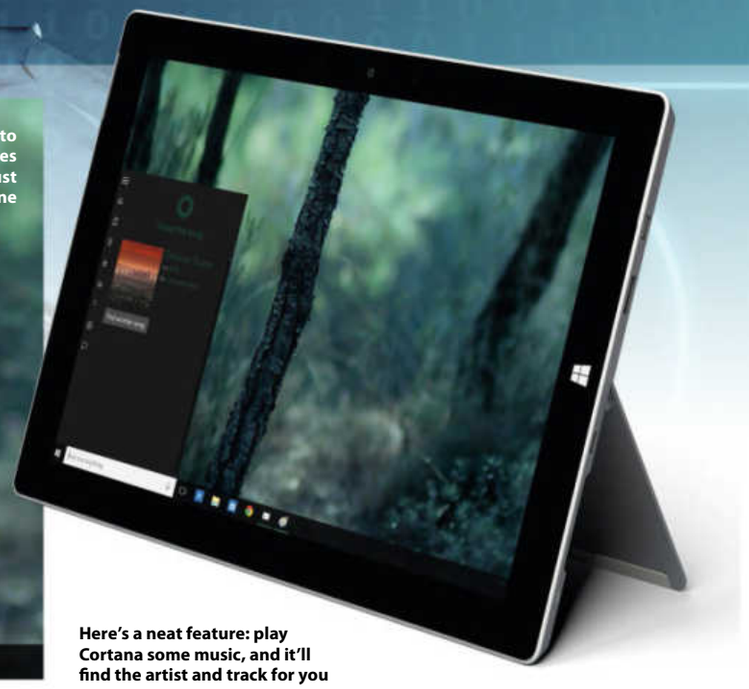
Microsoft's digital assistant has made its way to the desktop, and it's going to change the way you use Windows

Search has never been more important. As the information age progresses, and we're buried under more data, finding what you need quickly is essential. Microsoft knows all about this and has its own search engine, Bing, which has been working through many generations of Windows to improve and enhance desktop search capabilities.

With Windows 10, the company has gone one better. Not only is desktop search faster, but it's enhanced by Cortana – technology that has made the transition from the Windows Phone 8 platform. Cortana is a digital personal assistant, named after – and inspired by – the virtual helper from Microsoft's Halo games. Cortana understands natural language, accepts voice commands, and can do so much more than finding a file or web page, as you'll soon discover. But first, where to find it? Cortana is integrated into Windows 10's search facility; by default, you'll find a search box on the left-hand side of your taskbar, next to the Start button. If it's not there, you can reactivate it from your taskbar's properties window. Also make sure you have a microphone plugged in, or that you've configured your laptop's mic, as Cortana comes into its own when you say what you want rather than typing it.



You don't have to start your enquiries with 'Hey, Cortana' – just click the microphone



Here's a neat feature: play Cortana some music, and it'll find the artist and track for you

Practical magic

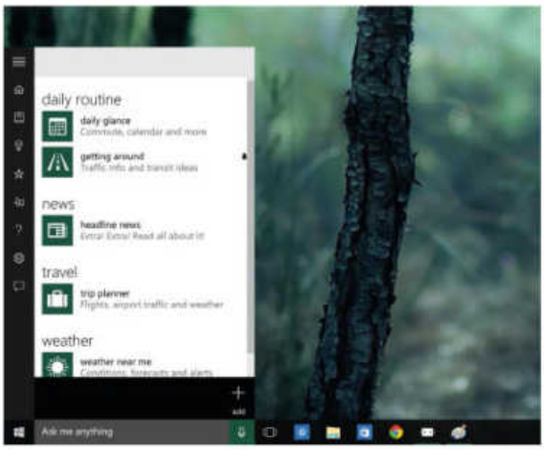
The first time you click Windows 10's search box, you'll be given a little guide to Cortana's features – scroll through it if you like, then click 'I'm in' to get started. This does mean giving Cortana access to a lot of information – contacts, emails, search history and the like. There's not an awful lot you can do about this aspect, but think of Cortana in terms of it being your personal secretary; if you had a secretary in business, they'd be pretty useless without the appropriate access. Click 'I agree' to finalise your decision to use Cortana – you can switch it off later, and if you don't wish to give up your information you can always use the search box to find your stuff in the traditional way. Next you'll be given the option to leave Cortana listening for the key phrase 'Hey Cortana' at all times. It's up to you if you want to switch this feature on or not; it's smart, but it makes some people a bit nervous. You can still activate Cortana by clicking the microphone icon, or typing in the search box. Tell Cortana your name or nickname – you could be puerile here, but bear in mind that Cortana will repeat it back to you – and click 'Use that'. If you haven't signed in with a Microsoft account, you'll need to do so now.

Get digging

So let's start with the basics. Type a file name, a snippet of text, whatever might help you find the thing you're after in the search box, and you'll be presented with a list of options. The topmost option will be what Windows reckons is most likely to be the thing you're looking for. If you're after multiple things, you can type (for instance) *.jpg and hit [Return] to open an Explorer window containing that search.

Cortana can do slightly more impressive things than that, though. If you're looking for a spreadsheet, for example, try asking: say "Hey Cortana" then "Find my spreadsheets", and Cortana will dig up all the .xls files it knows about. The same is true for broader file types; ask Cortana to find your photos and it will filter out what it thinks are likely to be photo files from the other images on your computer. Cortana's scope also extends to anything you might have stored on Microsoft's OneDrive cloud service, which is especially useful. If you have your PC set up to mirror, for example, the contents of your Dropbox or Google Drive, that will appear in the searches (we'd certainly recommend doing this unless you have a critically small hard drive).

> "Cortana's scope also extends to anything you might have stored on the OneDrive cloud service"



The notebook contains Cortana's knowledge of your likes and dislikes, and you can enable additional features here if you wish

But enough straightforward searching. A personal assistant is wasted if all they do is spend time digging through your files, particularly as that's not an especially new or innovative job. Cortana's strengths lie in its ability to bring you the information you need quickly and, ideally, without even touching your mouse.

Try asking Cortana what the weather will be like tomorrow; the phrasing isn't particularly important, as the software is clever enough to interpret most questions in a natural manner. You'll be shown the upcoming weather in a neat, digestible format within the Cortana bar, with no need to launch a web browser, and Cortana will also speak the information, meaning you don't need to look at your screen at all. Try something similar: ask Cortana what the time is in, say, "Sydney, Australia", you'll be shown and told.

You can also use Cortana to automate common tasks; if you

The original Cortana AI featured in Halo

have the right software and address books set up, you could say "email Fred Bloggs" to open a compose window with your addressee already filled in. Asking Cortana to "search for Bristol Rovers" will pop up an Edge browser window with a Bing search to your information. Sadly there's no existing way to change the target browser or search engine – Microsoft obviously promotes its own stuff – but you can bet that enterprising hackers will find a way to use Cortana with alternate browsers and search engines before too long.

Refining

As you use Cortana, if you make frequent requests for specific information, or if you've given it access to your social and email accounts, it'll learn a little about you and the sort of thing you often need to know at a glance. Click the search bar without typing anything and you'll be given a look at the info Cortana thinks is relevant to you, so if you're always asking what the time is in Italy and you're obsessive about the weather, this will be available at a glance.

Cortana may even spend a little time asking you direct personal questions – this was certainly the way it went about things on the Windows 8.1 platform – to ascertain your likes. Alright, they're personal, but not 'What shape is the birthmark on your inner thigh?' personal; more the sort of thing that narrows down your news preferences, your favourite places to eat, your schedule. In the future, if you ask Cortana what's in the news, it should push the stories that mean the most to you to the top.

Most of these things can be directly altered by checking out Cortana's notebook, which is where the program sketches the information it knows about you. You'll find it in the left-hand menu of the search bar after you've clicked the three-lined hamburger icon. Use the notebook to refine your profile; other users will have their own notebook, so don't worry about being bombarded with your kids' updates. If you share, you can tell Cortana that you're not interested in Pokémon here.

YOU'LL NEED THIS

Actually, perhaps you won't need anything...

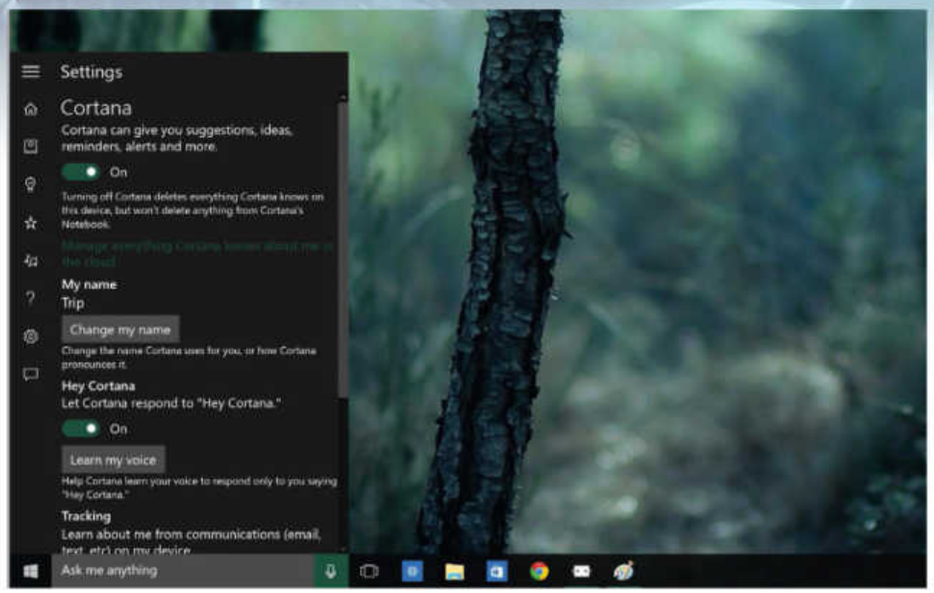
If you want to talk to Cortana, a microphone is essential. Any headset will do the trick nicely. You may even get good results with your laptop's built-in microphone, as long as there's not too much background noise.

For the full effect, though, we recommend an omnidirectional mic, such as the Blue Microphones Snowball, with the gain set quite high. That way you'll be able to activate Cortana and use your PC – even from a distance. When Cortana's software manipulation skills improve further, and you're able to tell it exactly what you want to watch or play, this will make for a perfect hands-free media centre.

More features

Cortana's pedigree is actually rather strong. Although the software originated on Windows Phone 8.1, which has a dismal market share hovering somewhere around 3% of the global smartphone market, Cortana is respected as one of the best virtual digital assistants, with many analysts putting it above Siri and Google Now. The mobile version is packed with features so useful that it transcends the self-conscious shame of talking to your phone in public.

Windows 10's version of Cortana is based on the same technology, and while it lacks a few of the core features that the phone version relies upon – dialling numbers and sending texts, for obvious reasons – there's plenty of useful corellaries; you can, for example, use it to open a program. Say "Hey, Cortana – open Edge" and it'll open the Edge browser. This might take a bit of fiddling to get right; if it doesn't know the name of the program you're after, it may open a Bing search instead. The functionality extends to closing programs, minimising, maximising and more. You can even, if you're careful, dictate emails to Cortana. Just say "email", followed by the target email address, the subject, and the body of the message.



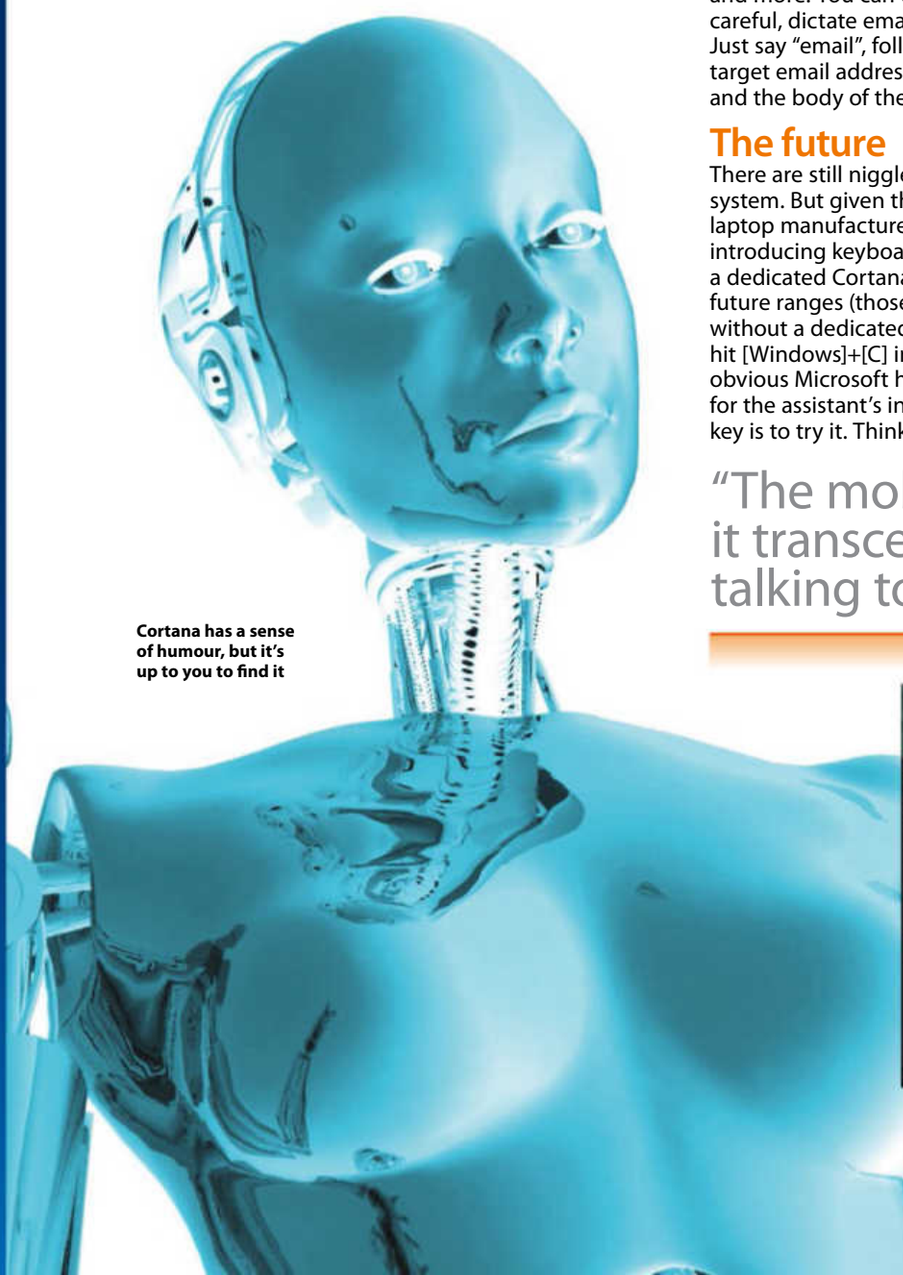
Use the settings window to restrict Cortana's access to your information, or switch it off completely

The future

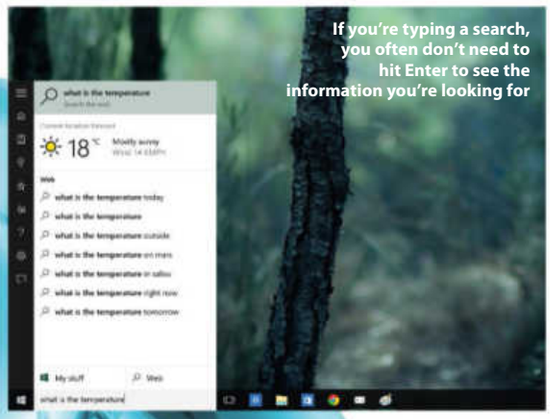
There are still niggles with the system. But given that many laptop manufacturers will be introducing keyboards with a dedicated Cortana key in future ranges (those of us without a dedicated key can just hit [Windows]+[C] instead), it's obvious Microsoft has big plans for the assistant's integration. The key is to try it. Think of something you'd want Cortana to do, and ask for it. It may not work; if it doesn't, try rephrasing your request. Try making your language *less* natural. It may seem counterintuitive given that Cortana is supposed to recognise everyday speech, but until it is finely tuned by its developers, you're going to have to work with what you've got.

Users on desktop PCs will likely have a different experience to users of laptops, too. We've already mentioned the dedicated key on certain brands, but there's more: Cortana can look after your battery and accept questions about it, which won't apply to desktops. The Windows Phone version revels in location-based information, which will come into its own if you're carrying a laptop

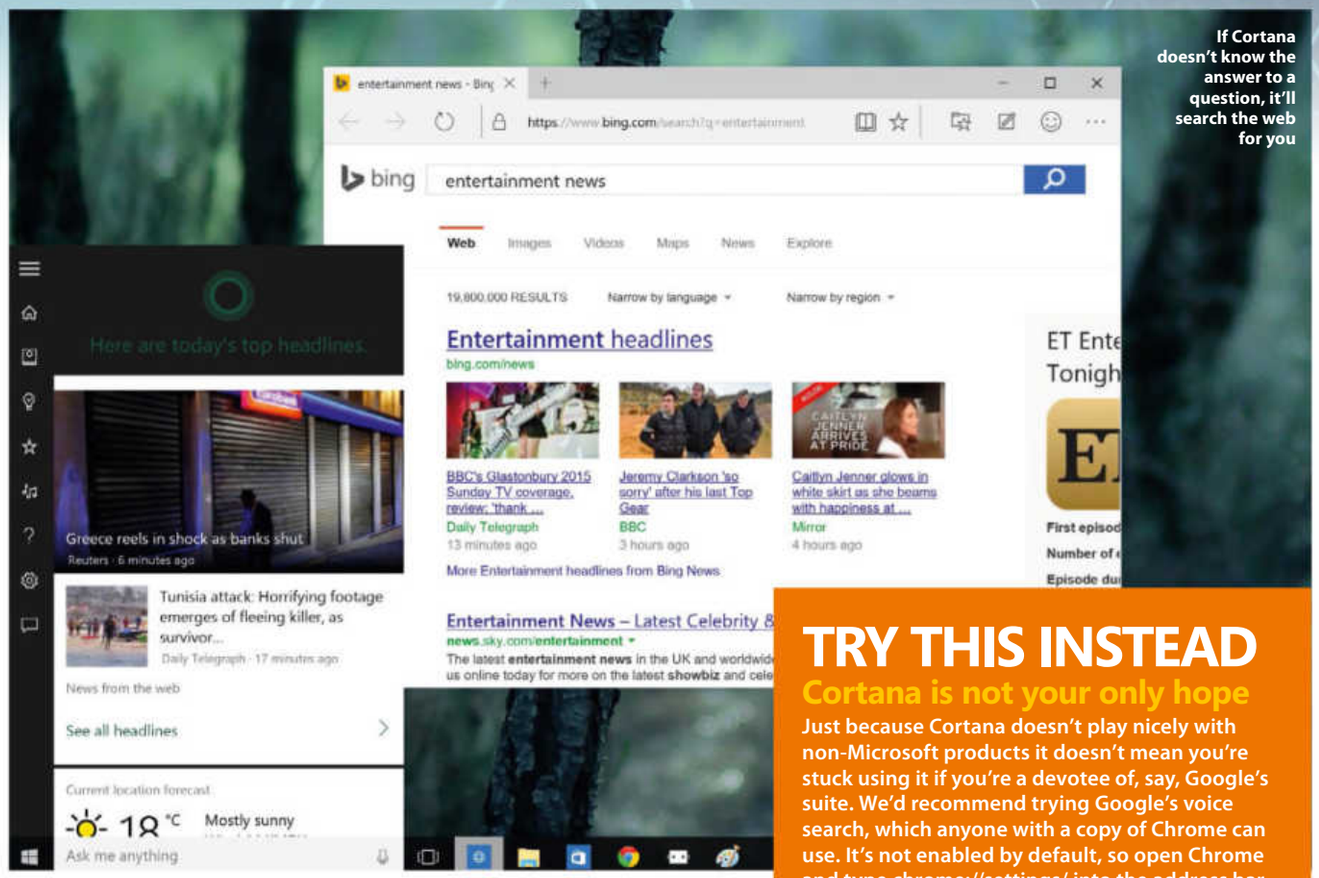
> "The mobile version is so useful it transcends the shame of talking to your phone in public"



Cortana has a sense of humour, but it's up to you to find it



If you're typing a search, you often don't need to hit Enter to see the information you're looking for



If Cortana doesn't know the answer to a question, it'll search the web for you

or tablet around with you. We'd expect Cortana to improve with every build of Windows 10, particularly as Microsoft puts more weight behind it. It could well be a big advertising point of the new OS; it was in its mobile form. By autumn 2015, Cortana should be realising its full potential, and we may even see brand-new features.

Under the skin

Even though Cortana is an AI, it's still open to a little fun. You can bombard it with irreverent questions; granted, many will open an Edge window to a Bing search, but you could see some fun results.

You can ask Cortana how it is. Ask what it's doing. Ask it the meaning of life, the universe and everything. And then you can ask the questions again to see more responses. Ask it to sing you a song; if you're lucky enough to be using the US English version, you'll hear a snippet recorded by Cortana's voice actress Jen Taylor – the same lady that voiced Halo's Cortana AI. There are tons of interactions like this to find, which is great if you need a little distraction. Try also references to other famous AIs such as HAL or the *Star Trek* computer...

Finding facts

Cortana will also help you dig up facts and figures. Ask it how old an actor is, how tall they are, what their latest film is called, and it will find answers. You can also ask reasonably complex questions, such as "What was the date of the first Monday in 1982?"

Set it mathematical challenges – ask it your basic mental arithmetic questions, or say "Hey, Cortana, what's one divided by zero?" to scramble its brains. You can check out the stock markets, find out the price of individual shares, or convert currency or measurements at a glance. And, of course, things have to come back to work eventually with Cortana's scheduling features. You can ask it to organise your life a little, setting reminders, calendar entries, adjusting meeting times, and asking it to recall information it already has stored about your upcoming movements. Basically, think of Cortana as a real-life assistant and treat it as such.

Cortana's gimmicks are fun, and its range of organisational tools and quick-access facts are useful. But here's the truth: you're unlikely to use it much at first. The digital assistant features jar with our usual Windows experience, and the version we've been able to use in testing this article still needs a few tweaks to its brain.

But eventually its benefits will shine. You'll shout to your PC from across the room and the right things will happen. You'll search faster than before. And a stronger, more prominent, more sensible search facility (one that will follow from your desktop to your browser if Edge continues to be as brilliant as its early versions are) will mean the way you use Windows in the future will evolve. Hey, Cortana: "Hurry up and realise your potential…" ■

TRY THIS INSTEAD

Cortana is not your only hope

Just because Cortana doesn't play nicely with non-Microsoft products it doesn't mean you're stuck using it if you're a devotee of, say, Google's suite. We'd recommend trying Google's voice search, which anyone with a copy of Chrome can use. It's not enabled by default, so open Chrome and type chrome://settings/ into the address bar. In the search section, check the box next to 'Enable OK Google'. Now just open up a new tab, say 'OK Google' and speak. You're just performing a Google search, but since tools such as a calculator, calendar and Wikipedia summaries are built into Google's search engine by default, you should find what you're looking for.

Learn how to...

Use Virtual Desktops in Windows 10

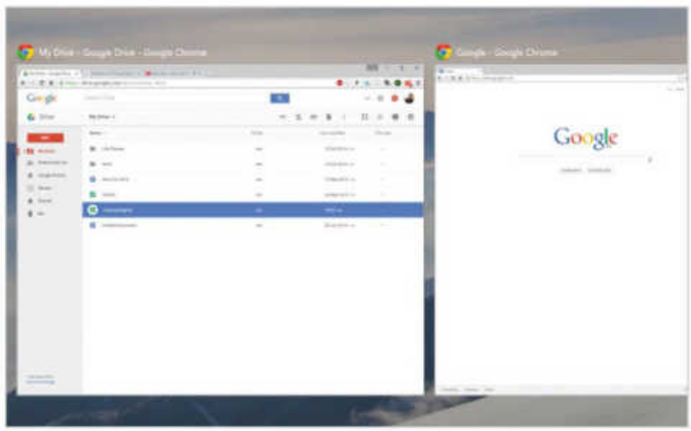
Using virtual desktops is a fantastic way of organising your work into separate manageable areas, each specific to the task at hand

TIME TAKEN
15 minutes

The ability to have (and swap between) multiple desktops is a feature that has long been missing from Windows. If you use your PC for gaming, but also for office work, for example, it can be indispensable, (and less confusing) to have an individual desktop for each teask.

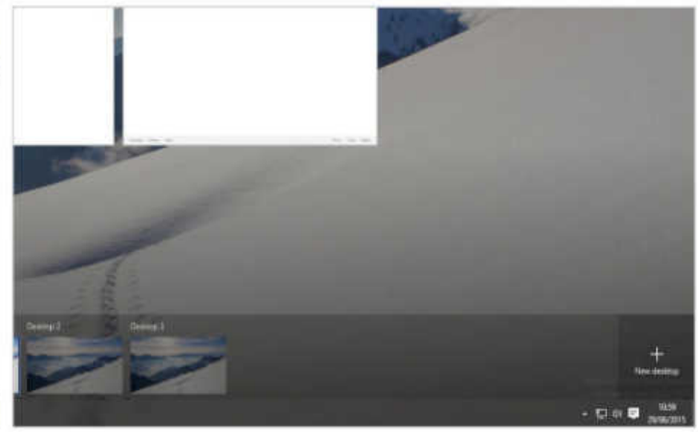
In this tutorial, we'll walk you through Microsoft Virtual Desktops – a feature that is new to Windows 10. Virtual Desktops not only gives you more desktop space for separate task-related windows, but it also allows you to quickly and easily access what you need, so you're ready to go.

What's more, because you're not creating a virtual machine, you won't be take up any precious system resources or space with your additional desktops. Let's get going!



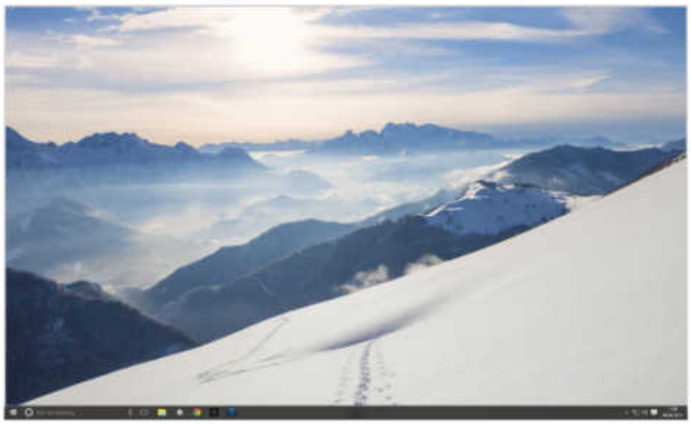
1 Opening your Task View

The Task View button sits to the right-hand side of Cortana's search menu. To get going with Virtual Desktops click the Task View button and it will open up the multi-app view. In this view, you can see every application and window you currently have active on your main desktop.



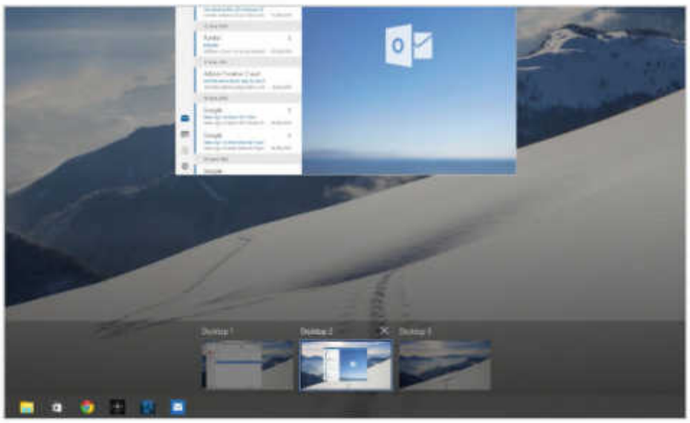
2 Adding a new Desktop

Adding a new desktop is straightforward. Move your cursor to the bottom right-hand corner and left-click 'New Desktop'. Here you can add as many desktops as you need. Once you have added these, they will act as separate hubs for you to place your open applications into.



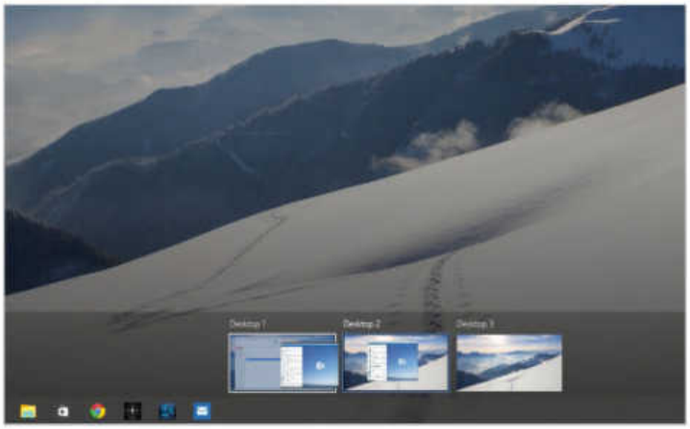
3 Organise and add applications

Unfortunately, you cannot assign shortcuts and files to particular Virtual Desktops. In fact, the shortcuts or files you place on the first desktop will appear on all desktops. With that in mind, you should keep your main desktop as clean as possible, by removing or moving applications or files you don't use.



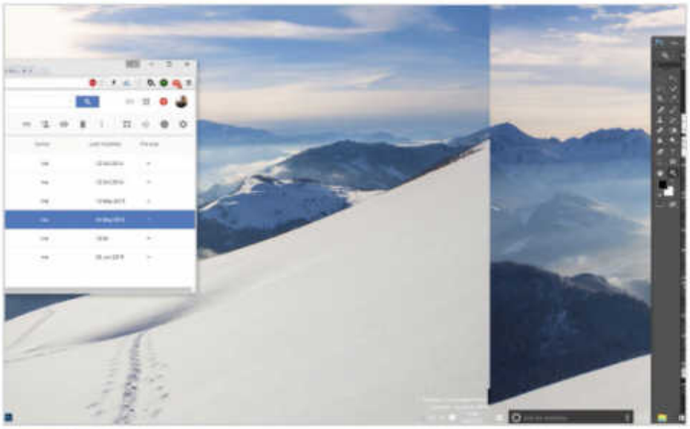
4 Seeing what's open on each desktop

If you want to know what's open on what desktop, open 'Task View' again, by clicking the button to the right of the Start menu. Now hover over each of the desktop tabs at the bottom of the screen. Windows will then display in its main window which applications are open on each desktop.



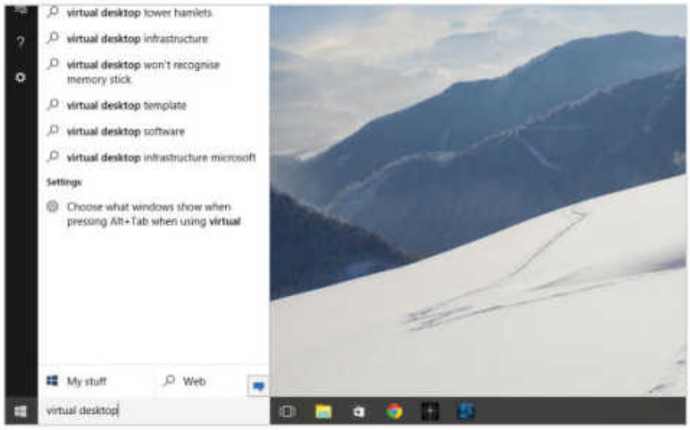
5 Move open apps between Desktops

There's a straightforward way to quickly move one application from one desktop to another. Just go to Task View again, then simply left-click and hold the open window or application you want to move, you can now drag it to the destination desktop.



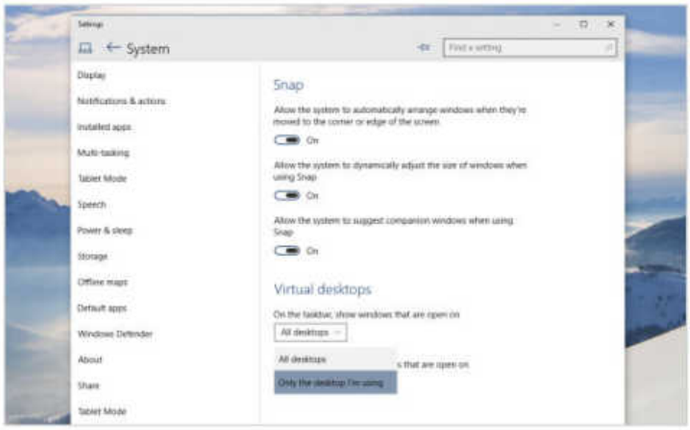
6 Some useful shortcuts

There are many shortcuts you can use with Virtual Desktops. To switch to the previous or next desktop, press the Windows button with [Ctrl] and the left or right arrow keys. To close the desktop press the Windows button with [Ctrl]+ [F4]. To jump into the Task View press the Windows button with the tab key.



7 Show all open apps in Task Bar

You can enable your task bar to show all the programs that are open on all the desktops, so that it, in effect, acts as a hub. Simply type Virtual Desktop into the Start menu, open the settings and change the first dropdown menu to say 'All Desktops'.



8 See open apps from one Desktop

Pressing [Alt]+[Tab] is a quick way to see all open apps across multiple virtual desktops. However, if you only want to see programs on the current Virtual Desktop, go to the Virtual Desktop Settings again, and select the 'Only the desktop I'm using' option from the [Alt]+[Tab'] drop-down menu. ■

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SONY

WINDOWS 10
BEYOND THE MANUAL

The apps

Windows 10 is bursting with exciting new apps

52 **Edit images in the Photos app**
Use the built-in app for improving your images

56 **Organise your photographs**
Use the Photos app to manage your collection of snaps

60 **Discover music in Windows 10**
Find, stream and play music with the new Groove Music app

64 **Master Media Player**
Make the most of the app you use to play music, video and more!

68 **Keep in contact**
The People app is Windows 10's contact centre

70 **Use the Windows 10 Facebook app**
Bring the joy of Facebook to your PC running Windows 10

72 **Let's start tweeting**
Stay on top of your tweets, retweets and followers

74 **Master the new search feature in Windows 10**
Windows 10 makes it easier than ever to find what you want

77 **Share files with others**
You can share your files between any device that uses Windows 10

80 **Get the most out of the Maps app**
The improved Maps app brings lots of new features

84 **Use the Windows Store**
Browse, install and update apps on your Windows 10 PC or tablet

Learn how to...

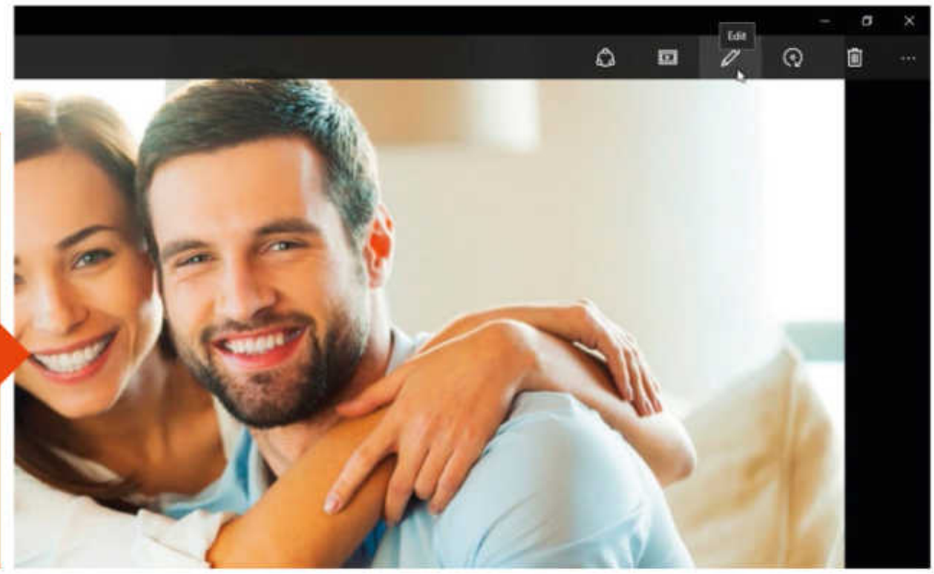
Edit images in the Photos app

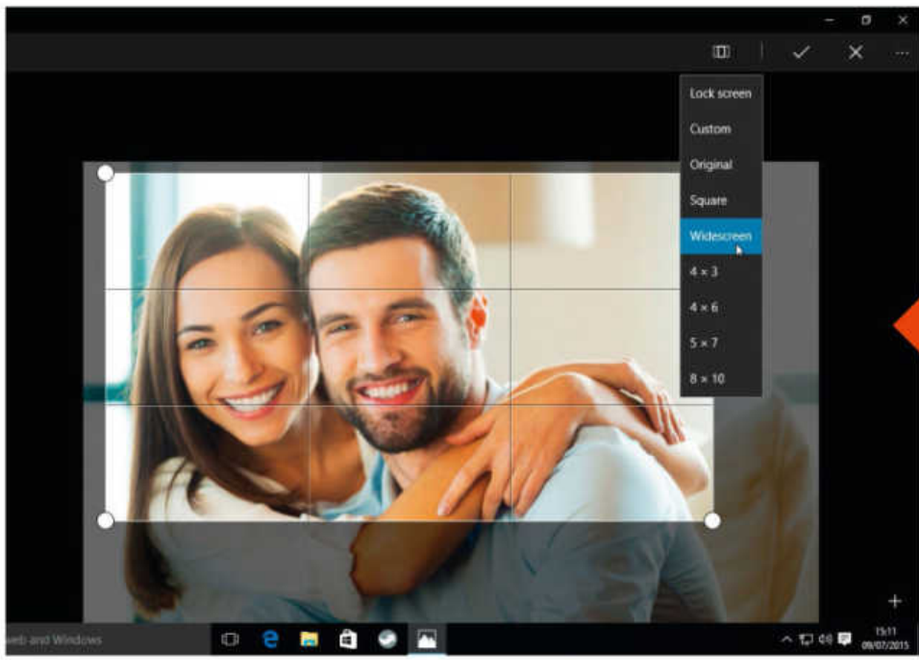
The built-in app adds a number of useful tools for improving your images

TIME TAKEN
1 hour

Access the editing tools

Open the Photo app from the Start menu, then locate the photo you want to edit by the date it was taken or created. When you've found it, double-click it to view it up close – if the picture appears blurry at first, don't panic: it's because it's being downloaded from your OneDrive storage. Once done, click on the image to reveal a number of options at the top of the screen – click the pencil icon to switch to editing mode.





Crop and straighten

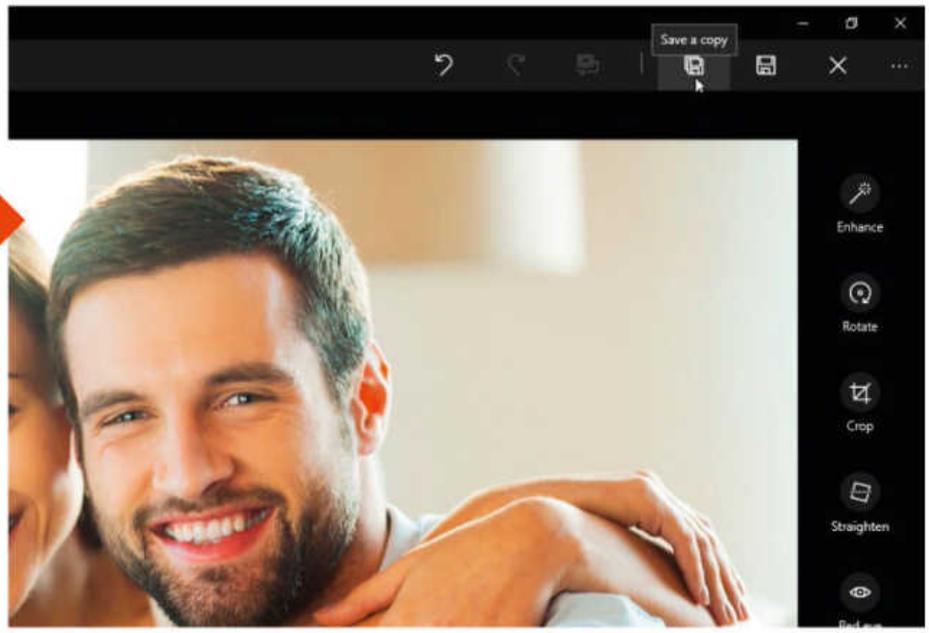
Basic Fixes should be selected on the left of the picture by default — click it if it's not. The Rotate button rotates your photo by 90 degrees in a clockwise direction — perfect for photos that have come out on their side or upside down.

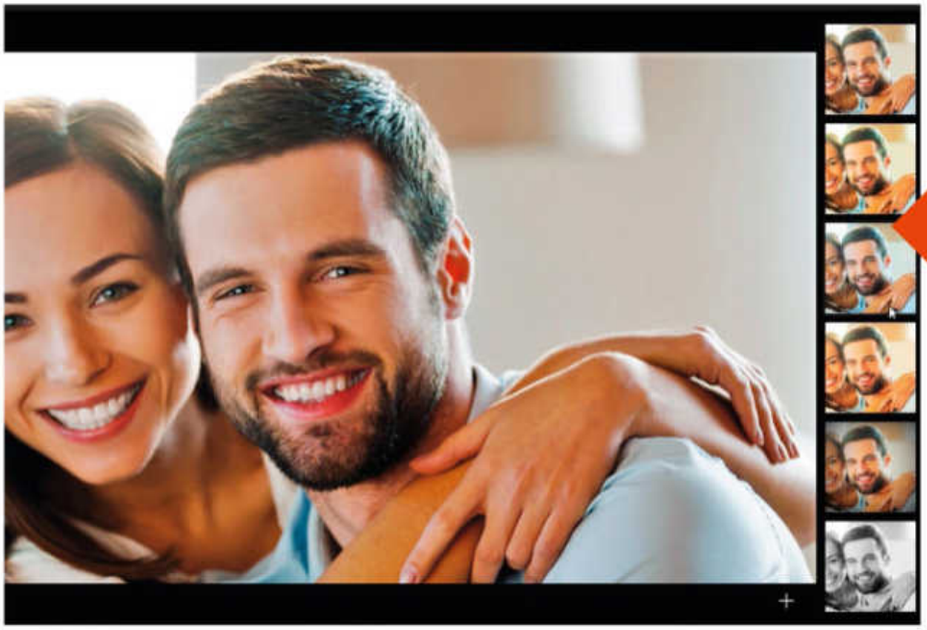
For scanned images that aren't quite straight, click and hold the Straighten button to reveal a rotation slider. Use the grid to help align the photo and click on the photo to apply your change.

Finally, click the Crop tool to cut out unwanted detail from your photo – click the Aspect Ratio button if required to select a standard grid size, then click and drag on the corners of the selection to make it smaller or larger or click on the photo to move it. Click the tick box when you're done.

Save a copy

You'll see a new bar appear at the top of the screen giving you the opportunity to both undo (and redo) changes, plus compare your edits with the original photo. You'll also see two floppy disk icons – the first allows you to save a copy of your photo, leaving the original untouched; the second updates the original copy with your changes. Click the 'X' button to exit editing mode.





Auto-fixes

Click 'Enhance' and Photos will automatically apply a series of lighting and colour-balance changes to the photo that should improve it. If you don't like what it does, click the 'Enhance' button to undo it.

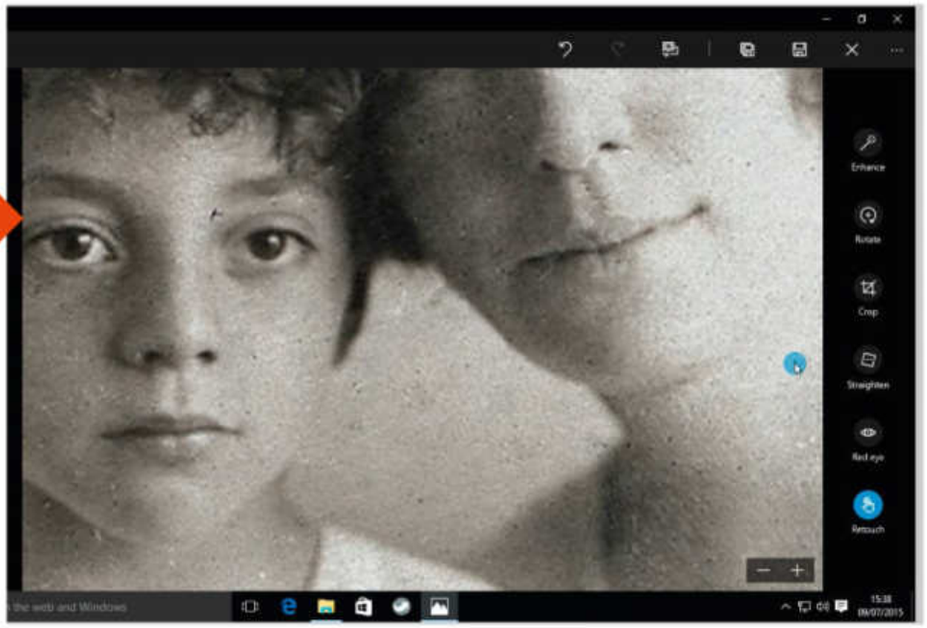
Whether or not you apply Photo's auto-fix tool, click the 'Filters' button on the left-hand side of the page to reveal six different ways to subtly alter your photo's colour and lighting further. Click one to see how it affects your image – this time, if you don't like any of the suggested chances, click the Undo button to reverse them.

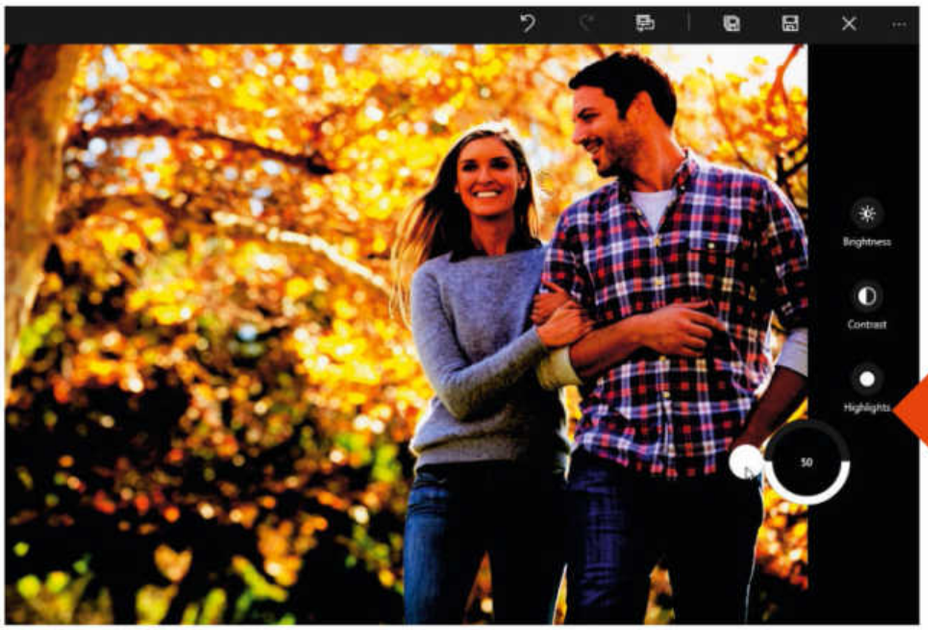
Banish red-eye

Clicking 'Basic fixes' reveals the Rotate and Crop tools again, but also reveals a tool for removing red-eye. Once selected, use the '+' button to zoom into your photo, then position the large purple cursor over one of the red eyes and click to magically remove it, then repeat for the other. Use the Compare button at the top of the screen to see the dramatic improvements this tool can make.

Remove dust, scratches and noise

The Retouch tool makes it easy to get rid of even quite large scratches, spots, dirt and other unwanted elements from your photos – particularly older photos you've scanned in. It works in the same way as the Red-Eye tool – zoom into the affected area using the '+' and '–' buttons, then click over the affected part of the image to attempt the repair.





Adjust lighting

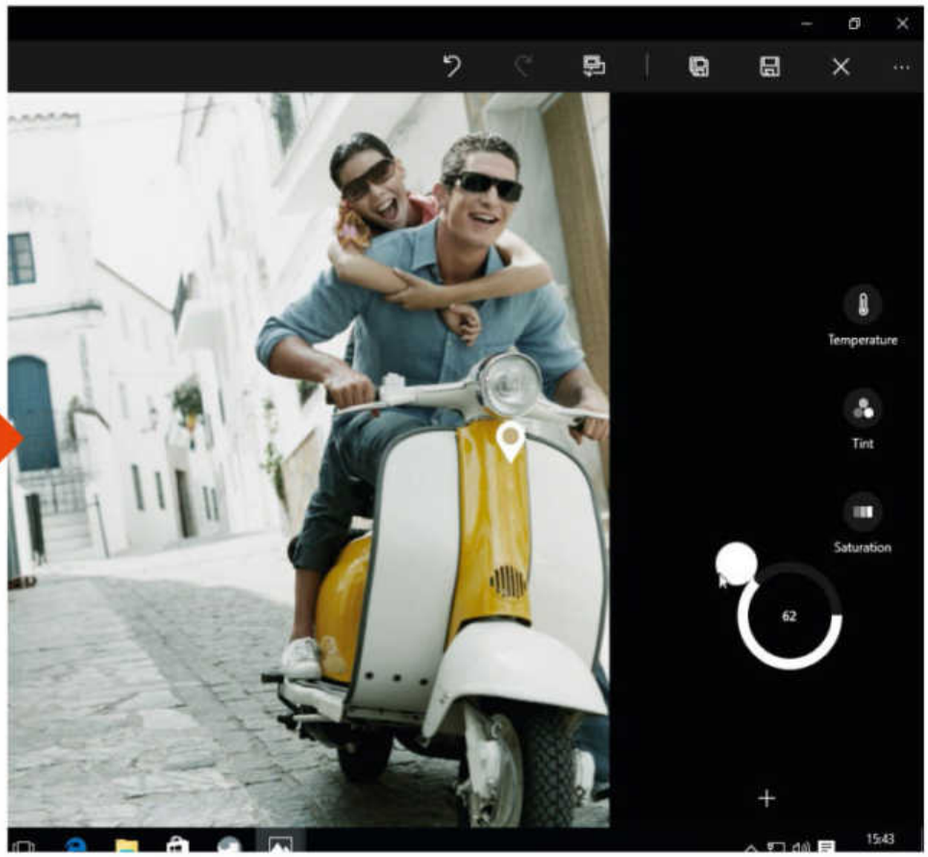
Click 'Light' and you'll see four tools: Brightness, Contrast, Highlights and Shadows. Choose one and a wheel appears; click and drag it clockwise to increase the control's value, or anti-clockwise to decrease it. Your photo changes in real time as you adjust each wheel, so you can see the effect of your tweak. Set the sliders back to zero to start again if necessary.

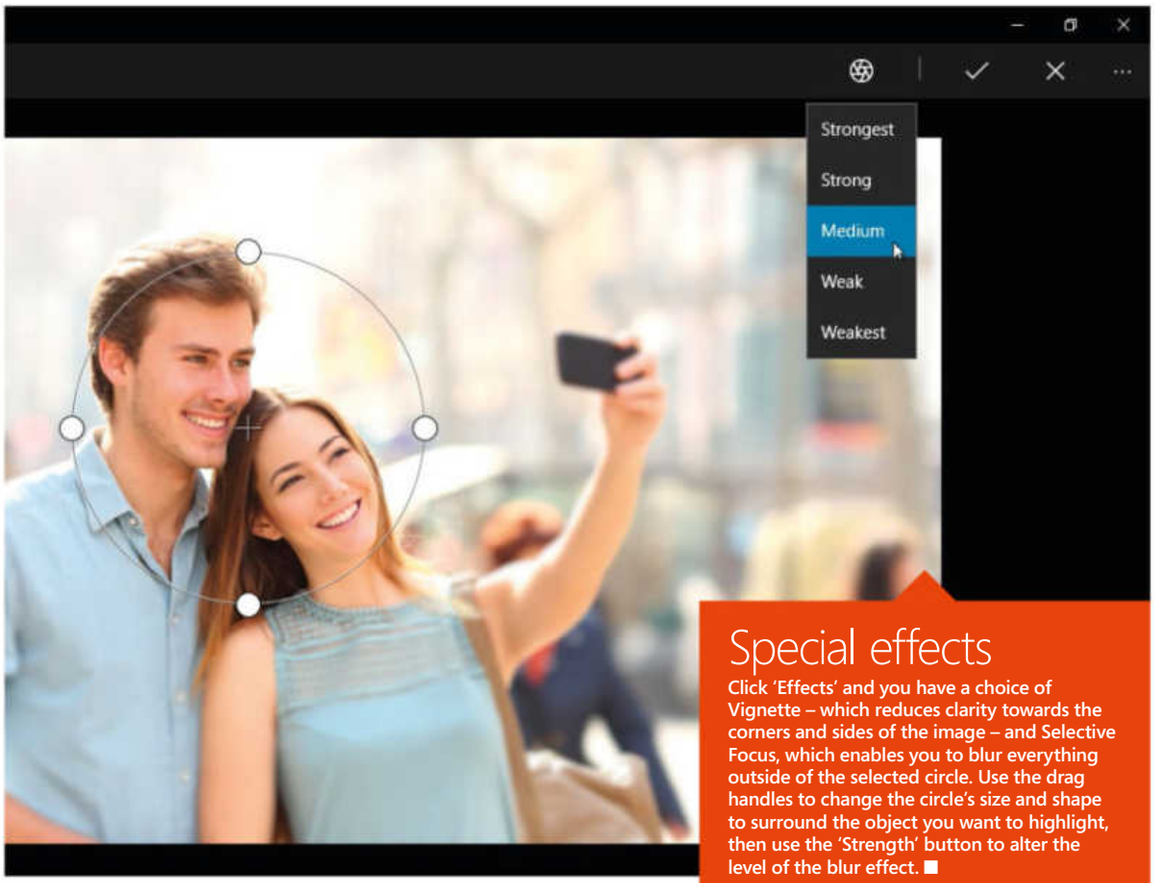
Tweak colours

The Colour controls work in the same way as the lighting ones – click and drag the circular slider to increase or decrease an effect. Temperature makes colours warmer or cooler, while Tint enables you to apply a redder (clockwise) or greener (anti-clockwise) tint if necessary. Saturation enables you to restore colour to washed-out photos.

Spot colour tweaks

The 'Colour Boost' button works slightly differently by enabling you to tweak the colour balance using a single colour as its reference point. Click and drag the pointer over your choice of colour on the photo, then use the circular wheel to make adjustments to accentuate or reduce that colour's effect. Click and drag the pointer to another colour and repeat as necessary.





Special effects

Click 'Effects' and you have a choice of Vignette – which reduces clarity towards the corners and sides of the image – and Selective Focus, which enables you to blur everything outside of the selected circle. Use the drag handles to change the circle's size and shape to surround the object you want to highlight, then use the 'Strength' button to alter the level of the blur effect. ■

Learn how to...

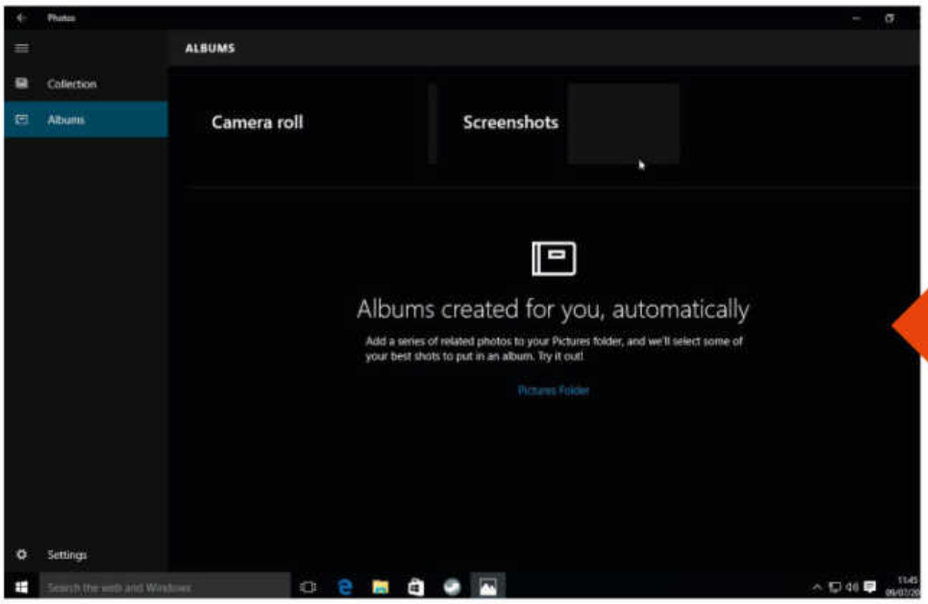
Organise your photographs

Use the Photos app to manage your expanding collection of snaps

TIME TAKEN
40 minutes

Find the app

The Photos app should be sitting on your Start menu – look for a tile with a blue background. The app's live tile is probably activated, so if you've already added images to your Pictures folder (or you've uploaded photos to your OneDrive account) you'll probably find it's displaying some of your personal images, if it's not immediately obvious.

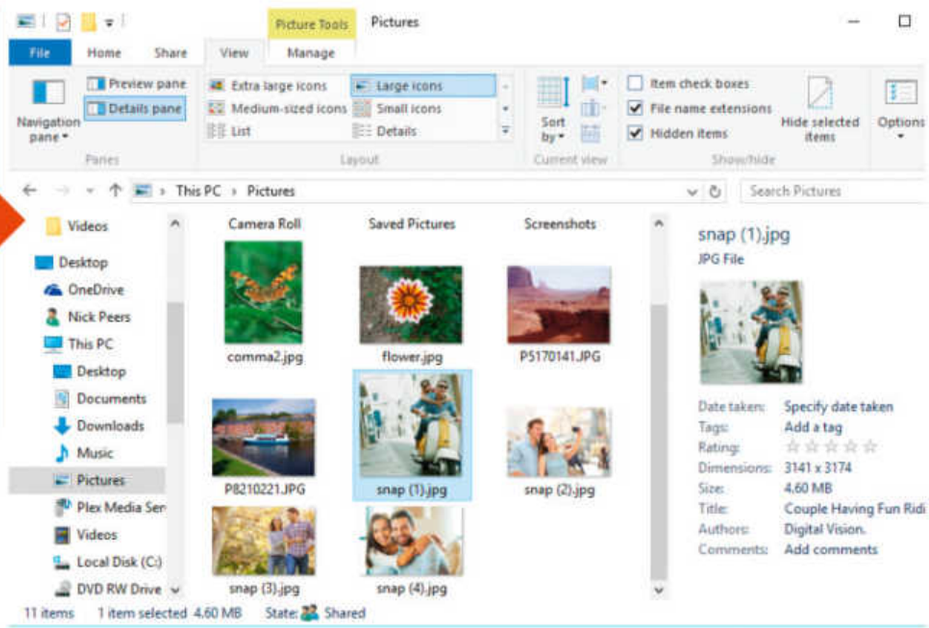


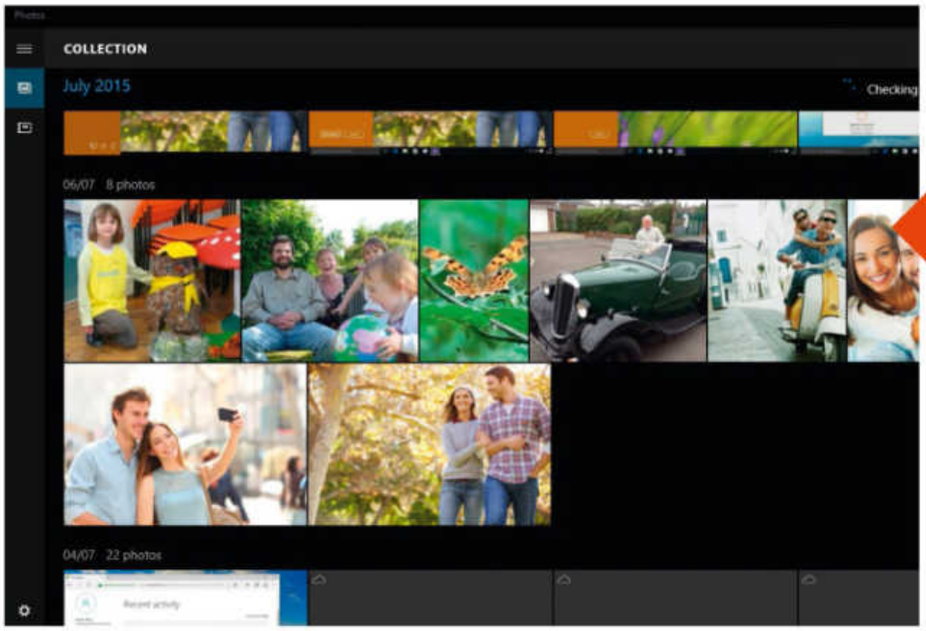
Your first run

If you don't have photos in your OneDrive folder, and haven't added any pictures yet, Photos probably looks a bit bare – there's just a dark screen and a folder for screenshots. Prove to yourself that it's working by taking a screenshot. To do this, press [Windows]+ [Print Screen] together, or hold the [Windows] button and press the volume rocker if you're using a tablet.

Find your pictures

By default, screenshots are saved to a folder in your Pictures library. You can open the desktop and have a poke around if you'd like to see it for yourself. You should see that the screenshots you've taken have been added to the Pictures library section of the Photos app. Copy more pictures to that folder, and they should follow suit.



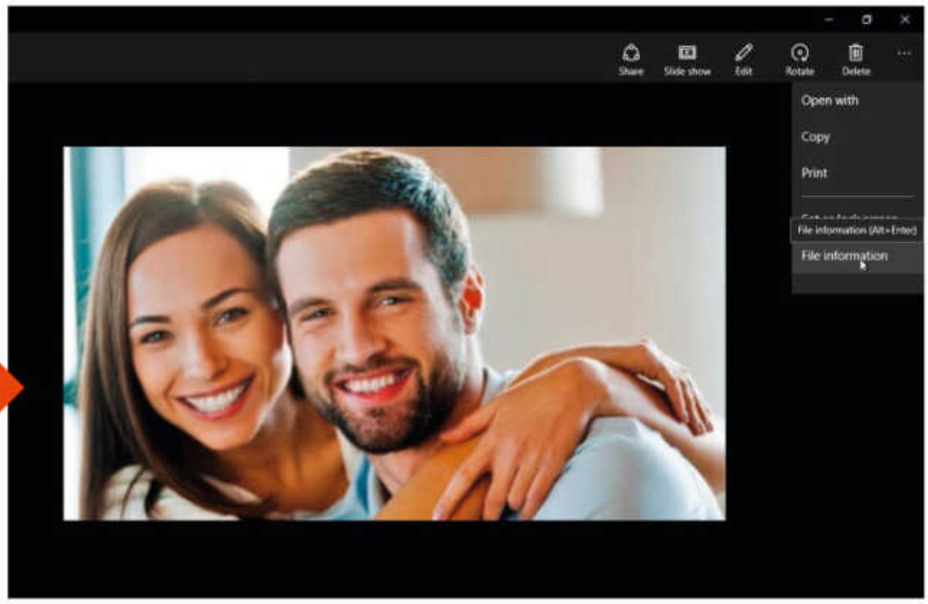


Photos, everywhere

Photos is primarily designed to work with OneDrive, giving you access to all the photos you've previously uploaded from your other PCs and connected devices – if you've not already done so, install the OneDrive app on your Android or iOS phone, and then switch on the setting to automatically upload photos and video from your mobile to your OneDrive account. These will then appear automatically in Photos – along with any locally stored pictures in your Pictures library – via the Collection section of the app, organised by date taken.

View file details

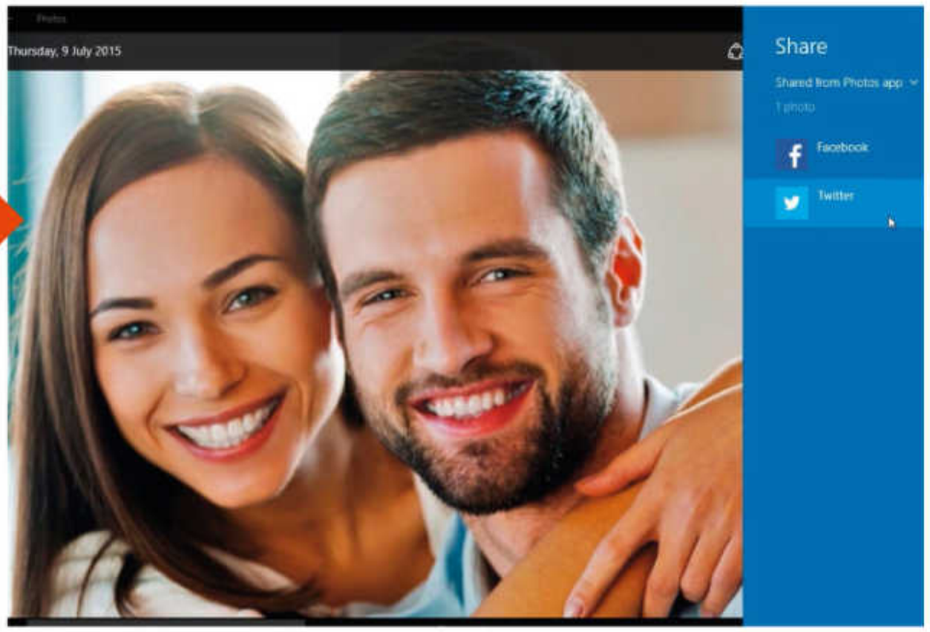
Your photos and other images are automatically organised by date – click a photo to view it, then click the '...' button in the top right-hand corner and choose 'File information' to get more info about that photo, including its filename, location (in the cloud or on your PC) and other useful information such as size, date and time taken and device the photo was taken on if present.

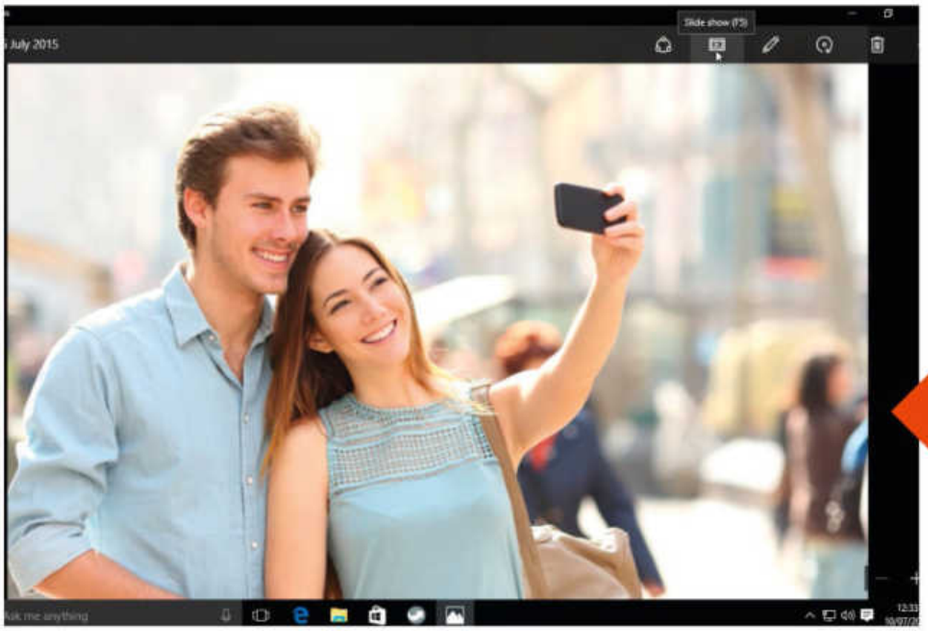


Post or share

When viewing a photo, click the Share button at the top of the screen to reveal a list of apps you can share it with. Two obvious examples are Twitter and Facebook – select these and you can quickly post the selected photo to either network to show off to friends.

If you want to share multiple photos at once, see the tip on the opposite page.





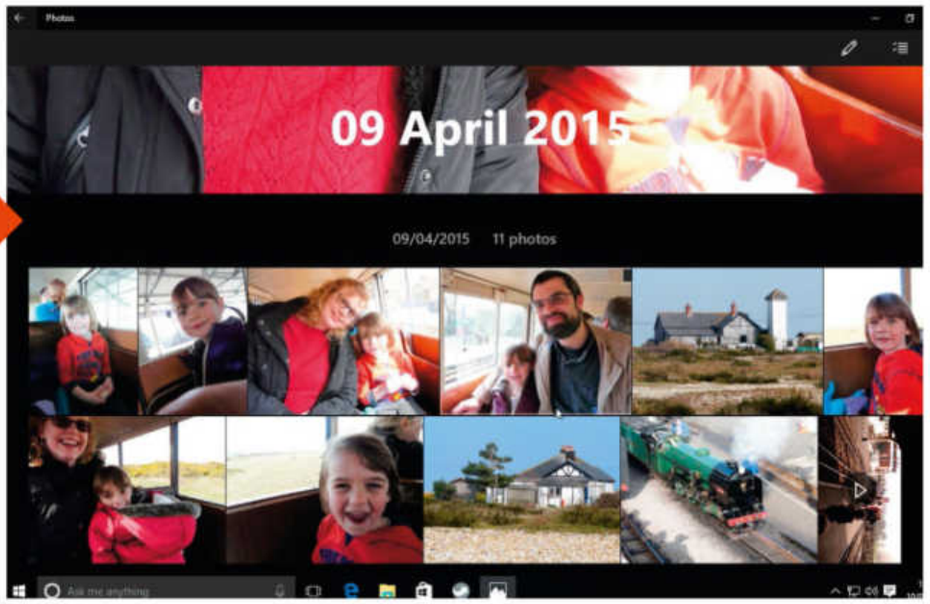
See a slideshow

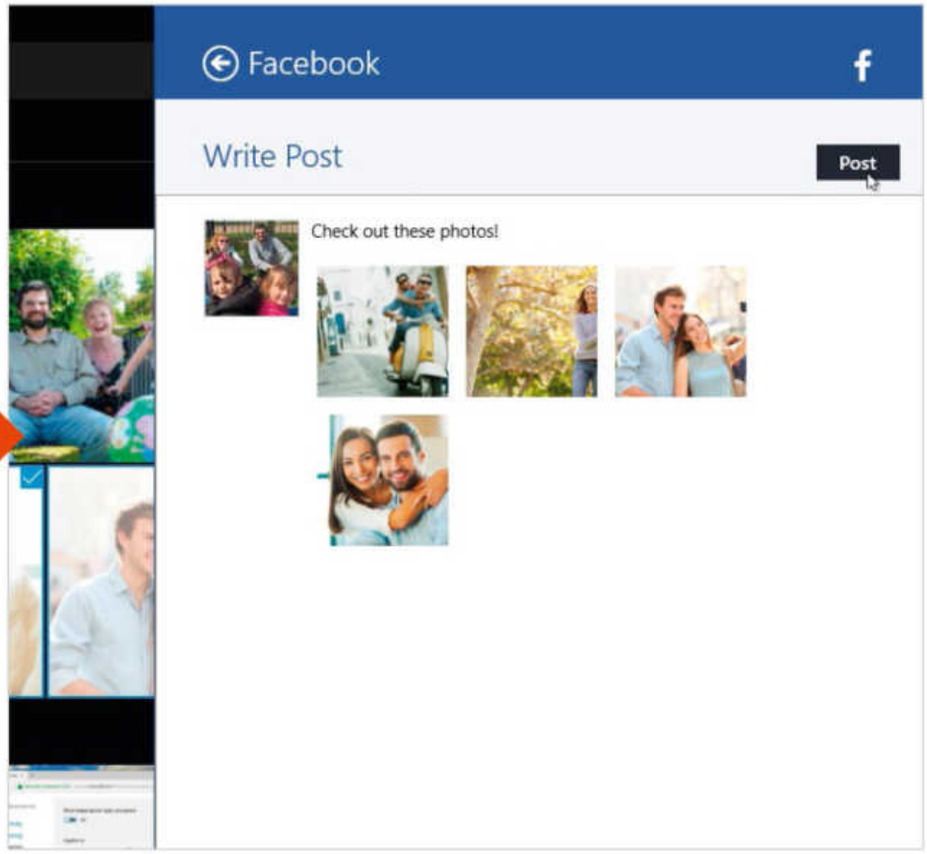
The slideshow button can be found to the right of the Share button – click this and Photos will start displaying a slideshow of your images, moving through them in the order they appear in their album.

Auto albums

Return to the main screen and click the Albums button on the left to switch to Albums view. Photos will go through all the folders in your Pictures library and try to group related shots together into albums, providing you with an alternative way to browse your collection. Click an album title to view the photos inside, which are arranged beneath the main header image.

Keep an eye out for an 'Add or remove photos' button at the bottom of the list – click this and you'll see similar photos that haven't been selected for the album, allowing you to include them if you wish (or remove photos from the album that aren't a good fit).

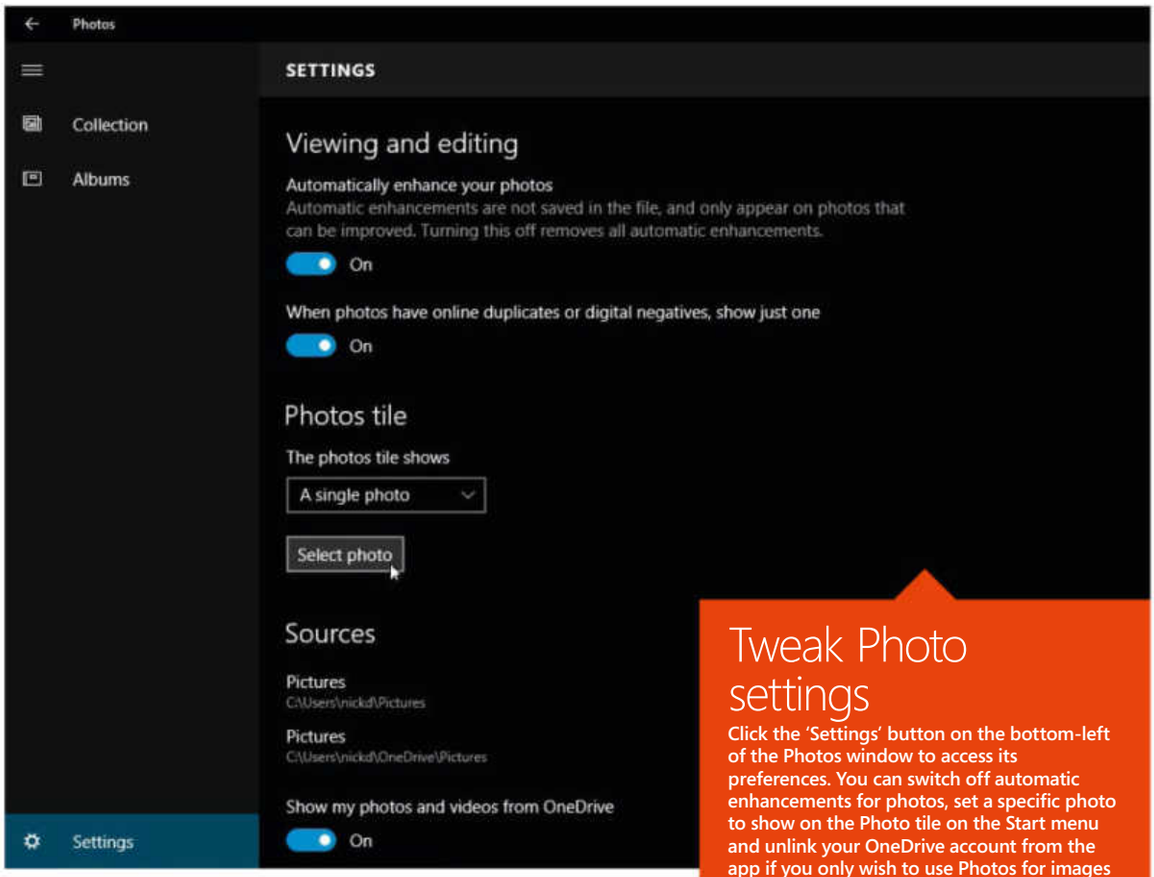




Multiple selections

When browsing in Collection or Album view, click the Select button to the left of the '...' button and you can select a group of photos simply by clicking the tick box next to each. Once done, you'll see a number of options appear at the bottom of the Photos window: 'Share' allows you to send all the photos to another app (for example, to share via social media), while 'Delete' will remove them from your PC (for locally stored photos) and all your devices (if stored on OneDrive).

You can also click '...' and choose 'Copy' to copy the files to another location on your device: open File Explorer, browse to the target folder and choose 'Paste' to copy the files there.



Tweak Photo settings

Click the 'Settings' button on the bottom-left of the Photos window to access its preferences. You can switch off automatic enhancements for photos, set a specific photo to show on the Photo tile on the Start menu and unlink your OneDrive account from the app if you only wish to use Photos for images stored on your own PC. ■

Learn how to...

Discover music in Windows 10

Find, stream and play music from your own collection with the new Groove Music app

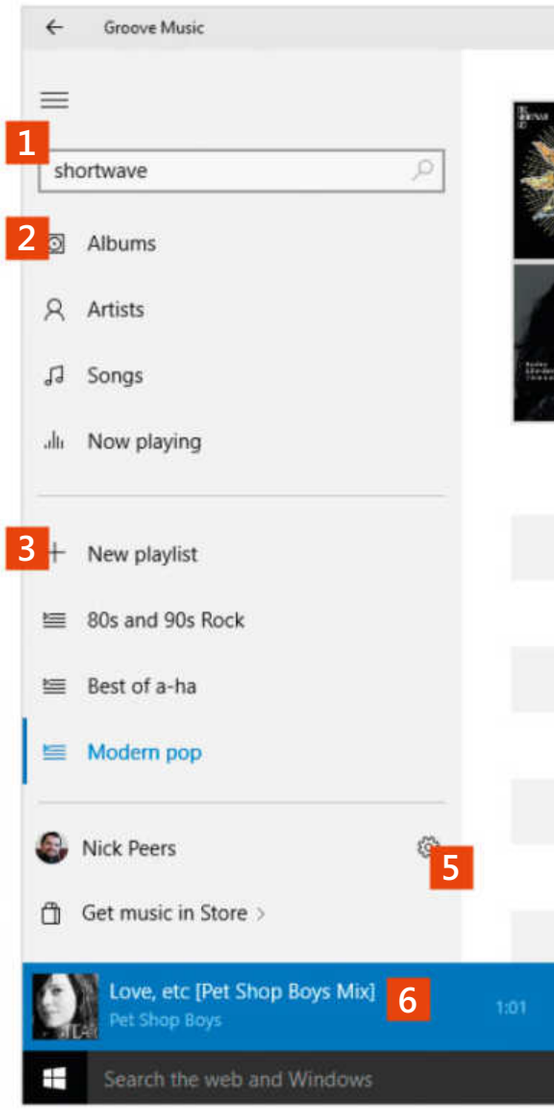
TIMEME TAKEN
1 hour

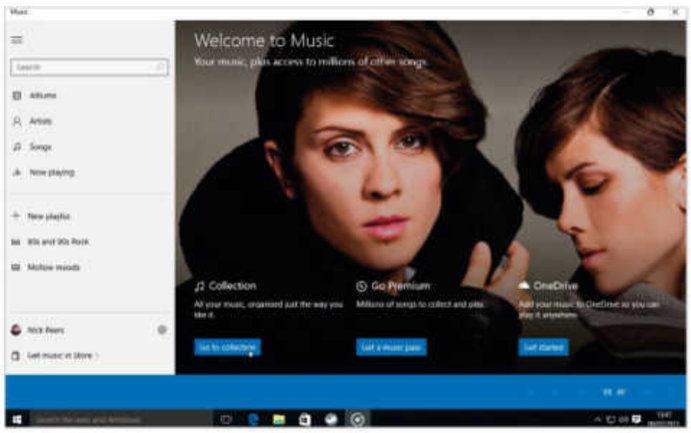
You don't need a Spotify account to enjoy music streams in Windows. The Groove Music app pairs with your OneDrive account to offer you the option of streaming music from your collection across all the devices you own. It also lets you browse and play any music you have physically stored on your PC too. Search for any artist, song, or full album and instantly play what you want. You can even create and save playlists for easy access to the songs you love.

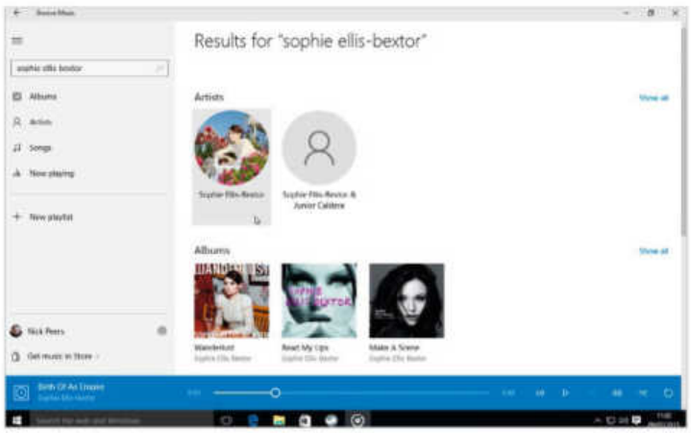
Groove Music brings you all the music you love in one simple app: add a Music Pass (£8.99 per month) and you can stream millions of songs to your PC, and you can also buy music outright from the Windows Store, too.

1 SEARCH Start by exploring an artist you know by typing their name in here. The app suggests artists held in its database as you type.

2 COLLECTION Browse your collection here by artist, album or song. This includes all ripped and purchased music as well as available streams through your OneDrive storage or a premium Groove Music Pass.







1 Launch the Groove Music app

Click the Start button and select Groove Music from the 'Play and Explore' section in the right-hand pane. When the app launches for the first time it'll set to work finding and adding music stored in your Music Library – if your music is stored elsewhere, jump to step seven.

2 Find and play a track

In the left-hand column you'll see the main navigation, and at the top is the main search field. Just type the name of an artist or album and you'll see suggestions appear. Press [Enter] to run the search, or choose from the list. You might be presented with several possible results, so choose one to see the artist's discography, with their most recent albums listed first.

Modern pop
19 songs in playlist • 1 hr 12 min

Play | Add to | Rename | More | Pin to start | Delete

Select

Everybody Loves A Happy Ending	Tears For Fears	Everybody Loves A Happy Ending	2004	4:23
13 Little Dolls	Sophie Ellis-Bextor	Wanderlust	2014	3:32
Kiss And Not Tell	La Roux	Trouble In Paradise	2014	3:53
I Thought It Was Over (Radio Edit)	The Feeling	Napster - January 08	2008	3:32
Confusion Girl	Frankmusik	Napster - July 09	2009	2:59
Poker Face	Lady Gaga	Napster - July 09	2009	3:57
The Fear	Lily Allen	Napster - March 09	2009	3:29

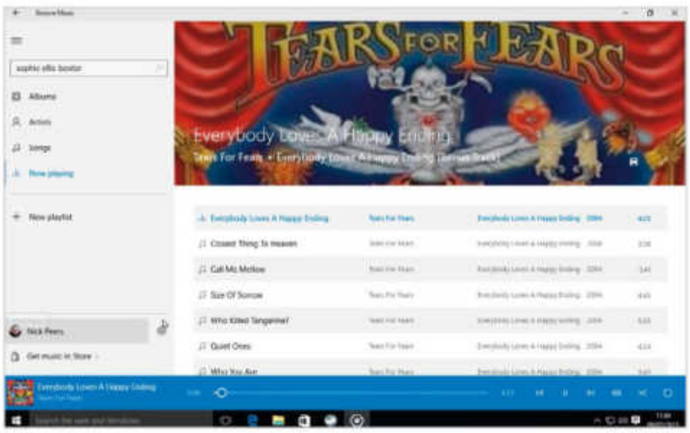
6:17 | 11:13 09/07/2015

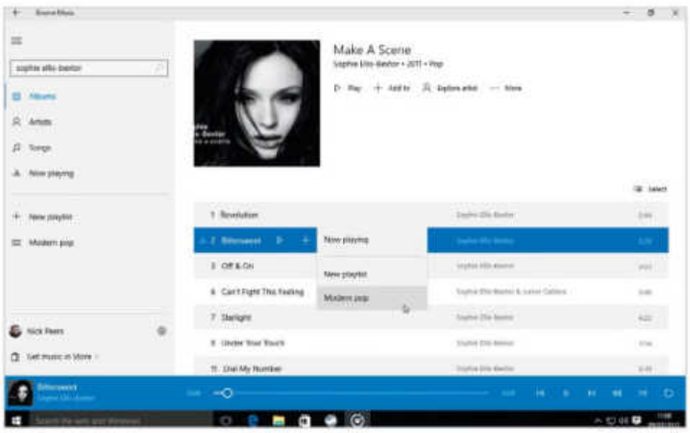
3 PLAYLISTS Think of playlists as your chance to build the ultimate mix CD or cassette – you can add entire albums or individual tracks, plus reorder the running order using drag and drop.

4 MAIN VIEW This view changes depending on what section you're in – here you can see how things look when browsing by a specific playlist. Right-click a track to view available options, or double-click it to play.

5 SETTINGS Click this button to tweak available settings, such as where to find music, or whether to clean up duplicate tracks when your collection is stored locally and on OneDrive.

6 PLAYBACK CONTROLS Wherever you are in Groove Music, this bar at the bottom of the screen allows you to control playback, from pausing or skipping tracks to switching shuffle and repeat on and off.



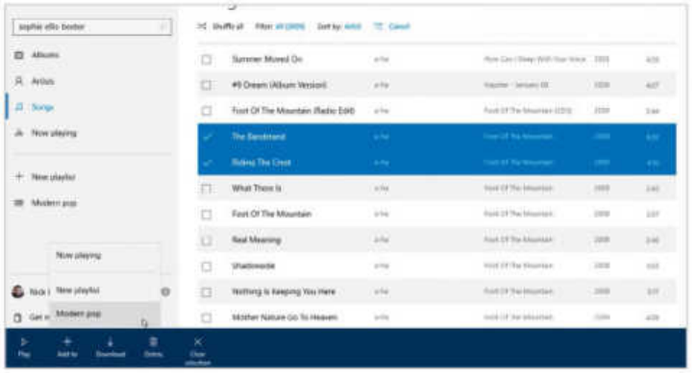


3 Now Playing

Switch to the Now Playing view and a list of all queued tracks will appear underneath an enlarged view of the currently selected track's album cover. The floppy disk icon to the right of the track info allows you to convert a Now Playing list into a full blown playlist; you'll also see an option to switch to full-screen view – move the mouse to reveal playback controls.

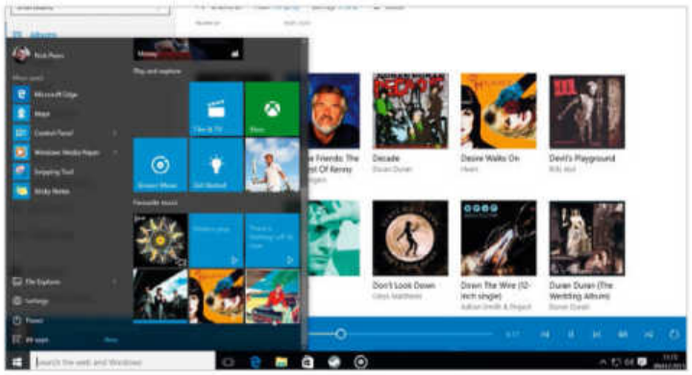
4 Using playlists

Digital jukeboxes (and iTunes in particular) have made playlists essential for music lovers. They work here in the way you would expect. Select 'New playlist' from the left-hand side and then give the playlist a name. To add a song to your new playlist, return to the list of tracks by an artist, select a track and hit the '+' button, then choose your playlist from the drop-down list.



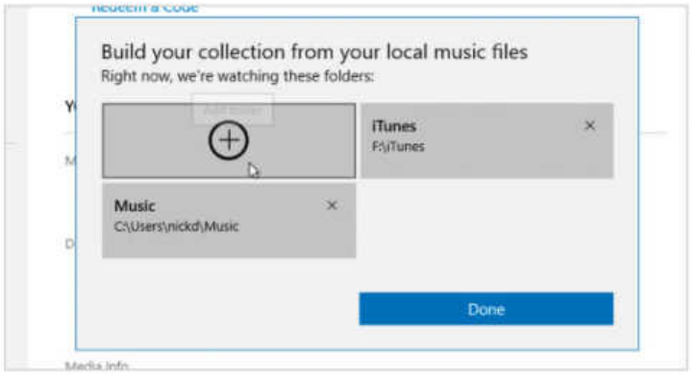
5 Build playlists quickly

A quick way to add tracks to your playlist is to switch to Songs view. Click the 'Select' button at the top of the song list and then scroll through it, ticking all the tracks you'd like to add. Once done, click the 'Add to' button at the bottom of the screen and choose which playlist to add the songs to. Alternatively, select 'Now playing' for immediate listening, or 'New playlist' to create a playlist.



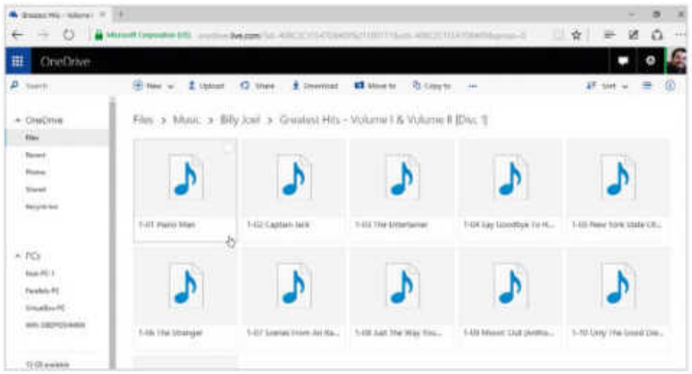
6 Pin to Start

Groove Music lets you place your favourite tracks, artists, albums and playlists as tiles on the Start menu, allowing you to play them with a single click or tap. Just click 'Pin to start' next to an artist name, or look for it under 'More' when browsing albums; individual songs can be added by right-clicking the track in question and choosing 'Pin to start'.



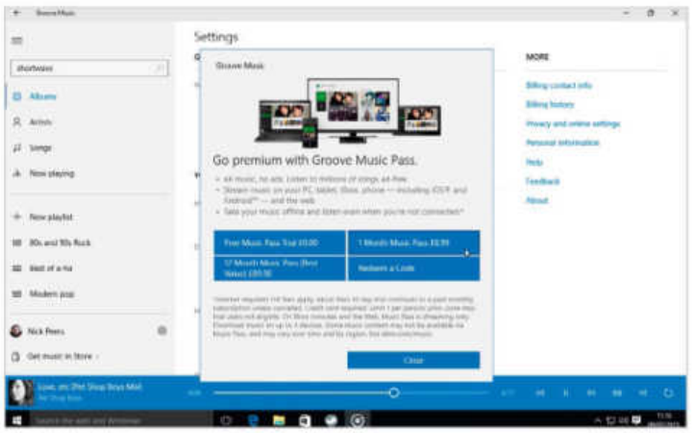
7 Add folders to collection

If Music doesn't grab all your collection, or you wish to add a separate folder of music for it to monitor, click the 'Settings' button next to your username in the left-hand pane and click 'Choose where we look for music on this PC'. Click the 'Add' button to browse for your new folder and, once it's selected and in the list, click 'Done'.



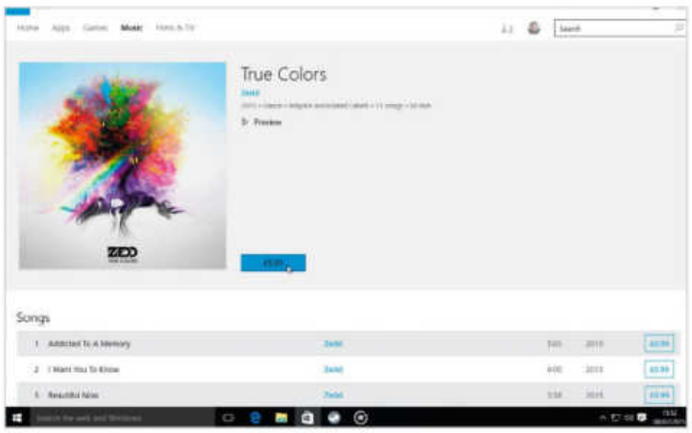
8 Access OneDrive music

Open your OneDrive folder where you should find a Music folder. Upload your digital music – WMA, MP3 and M4A/AAC are all supported – to this folder and you can stream it through Groove Music even if the files aren't physically on your PC. Purchase a Groove Music Pass and you'll be given an extra 100GB of storage for the duration of your subscription too.



9 Go Premium

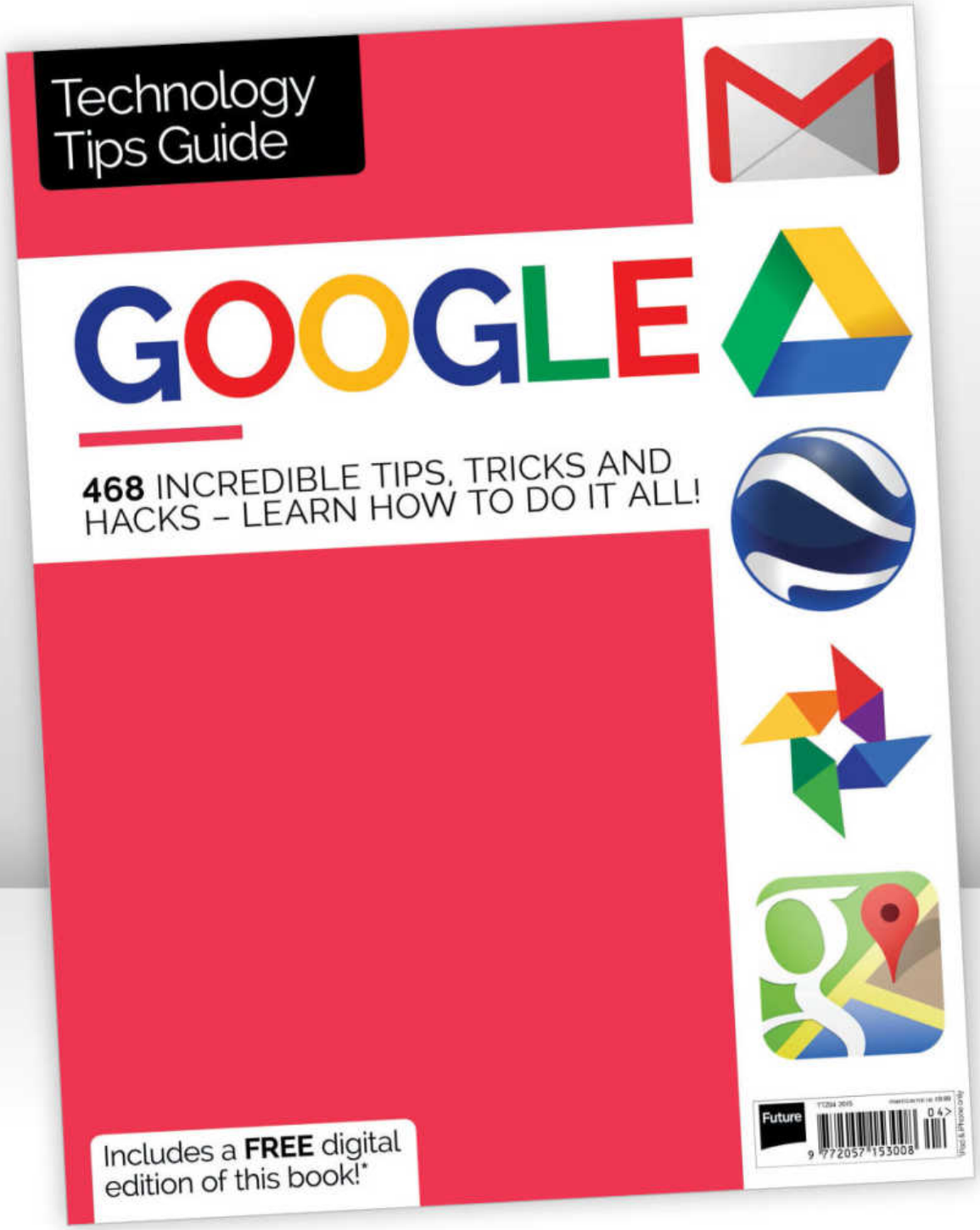
As with Spotify, not all of the app's features are available in the free version. Sign up for a Groove Music Pass and you'll get unlimited ad-free listening on all your Windows devices. You can also download music for offline listening and create playlists that automatically sync across all your devices. There's a 30-day free trial available if you want to try it out before buying.



10 Purchase new music

If you'd rather own music than simply rent it, click 'Get music in Store' to switch to the Windows Store's music section. Search or browse for new music – you can purchase individual tracks or entire albums, which are then downloaded to your collection (and made available on your other devices too). When you're done browsing, click 'Your music library' to return to your library. ■

GET THE MOST FROM GOOGLE



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Learn how to...

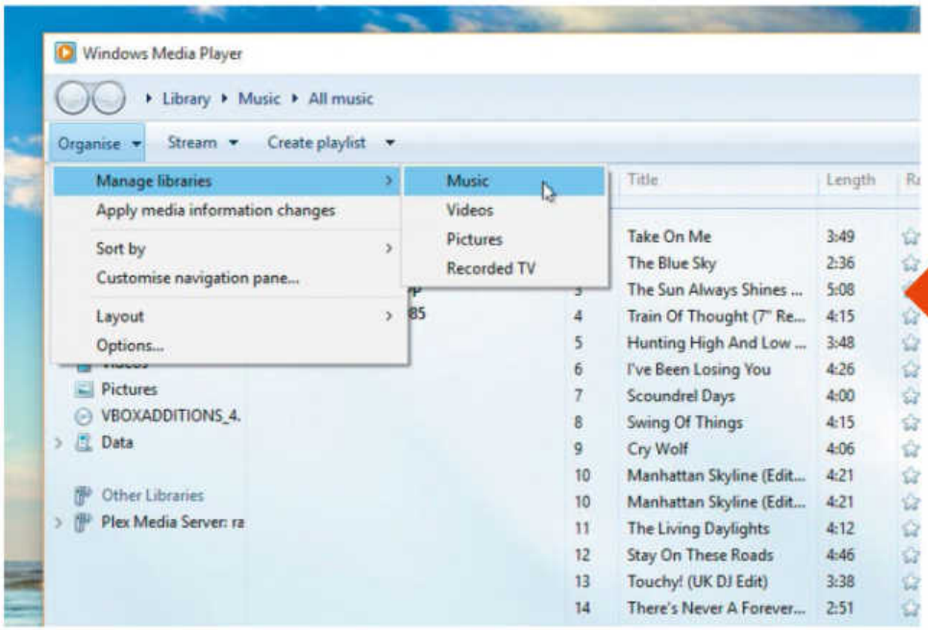
Master Media Player

Make the most of the app you use to play music, video and more!

TIME TAKEN
50 minutes

Find your music

If you've already got lots of music on your computer, you can manage it easily by using the Libraries function in Windows. Simply open File Explorer from the desktop by clicking 'Start > File Explorer' or pressing [Windows] and [E], then browse to the relevant folder. Right-click on it, then click on 'Include in library > Music'.

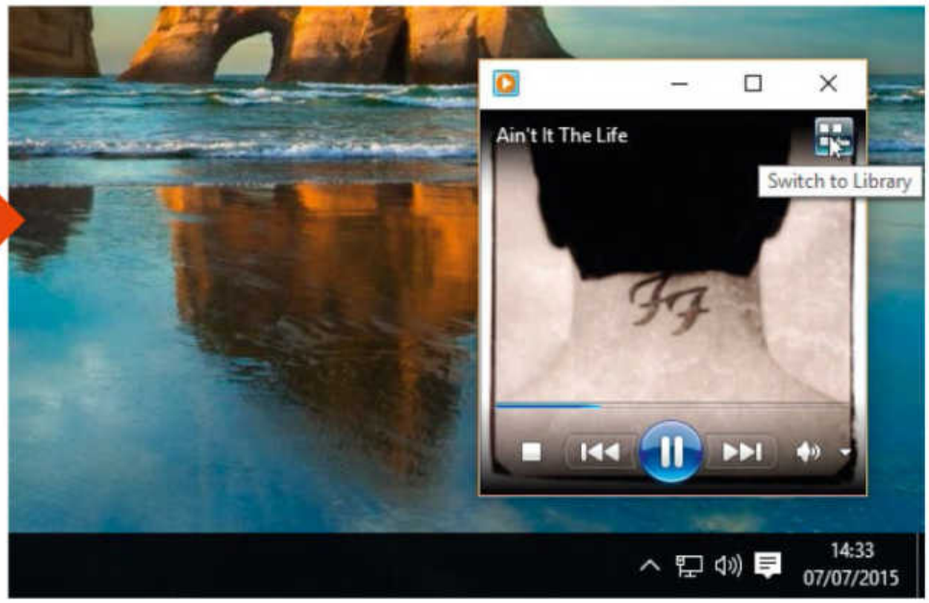


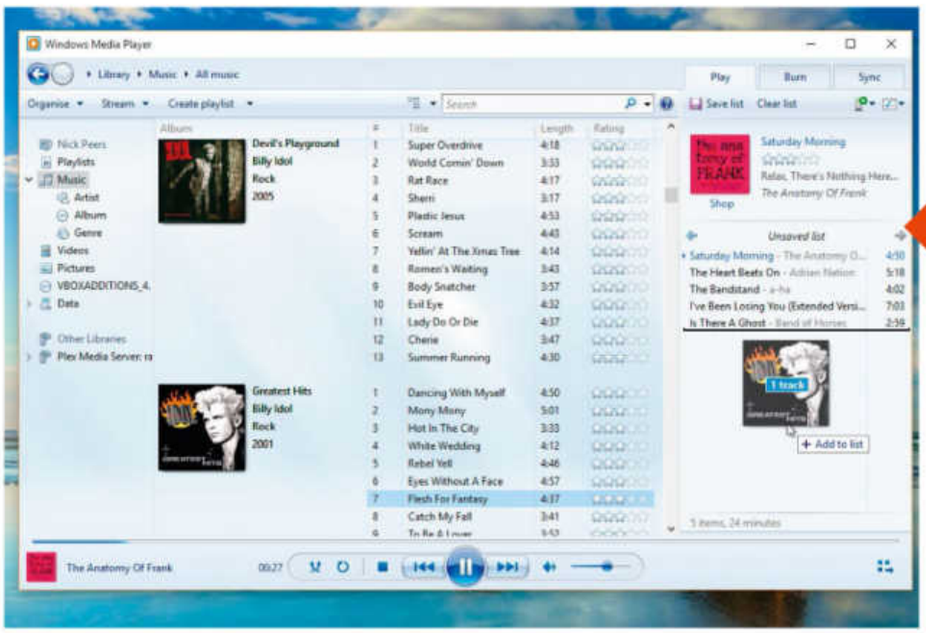
View your libraries

This makes it easier for Media Player to find your tracks. Open Windows Media Player, from the 'All Apps' section of the Start menu and then click 'Organise > Manage libraries > Music'. This shows all of the folders currently in your library. Click 'OK' and Media Player automatically imports all of your tracks, if it hasn't already done so.

Play and switch to Playing Mode

Double-click on any song to start playing it, and Media Player automatically queues up the tracks that follow. The default view does take up quite a lot of desktop space, but you can switch to Playing Mode by clicking the four-squared icon to the bottom-right of the screen. Just click it again to switch back to library view.



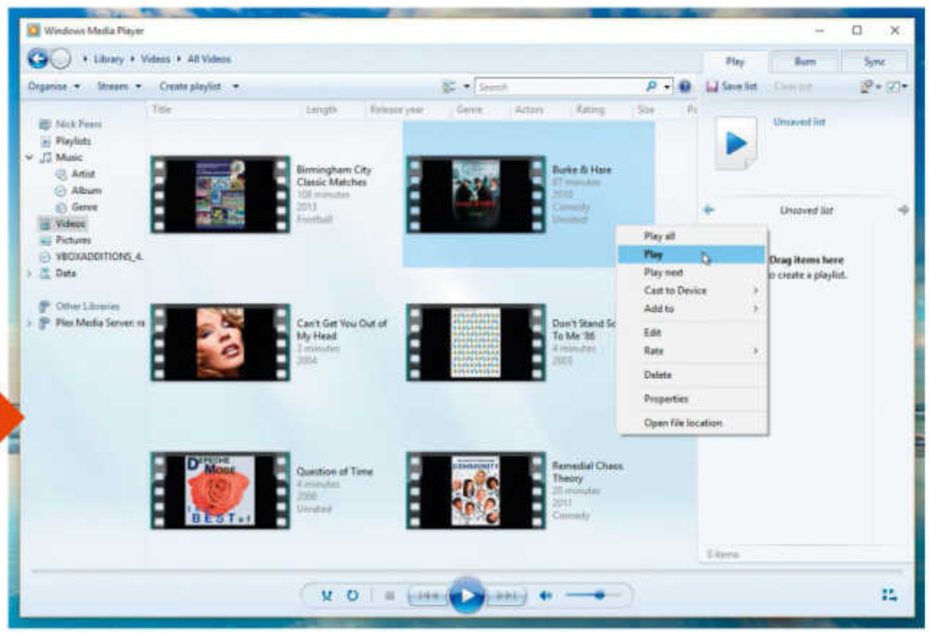


Start a playlist and add songs

To the right of the Media Player window, you'll see a panel with 'Unsaved list' at the top. To create a playlist of your favourite songs, simply browse to them and drag them into the right-hand panel. To save your new playlist, click 'Save list' and enter a name in the box at the top.

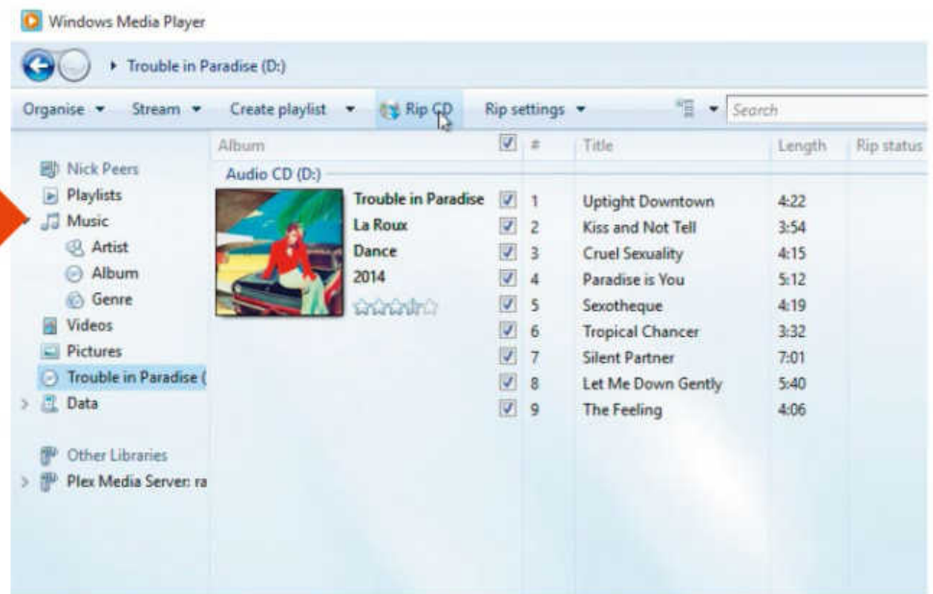
Find videos

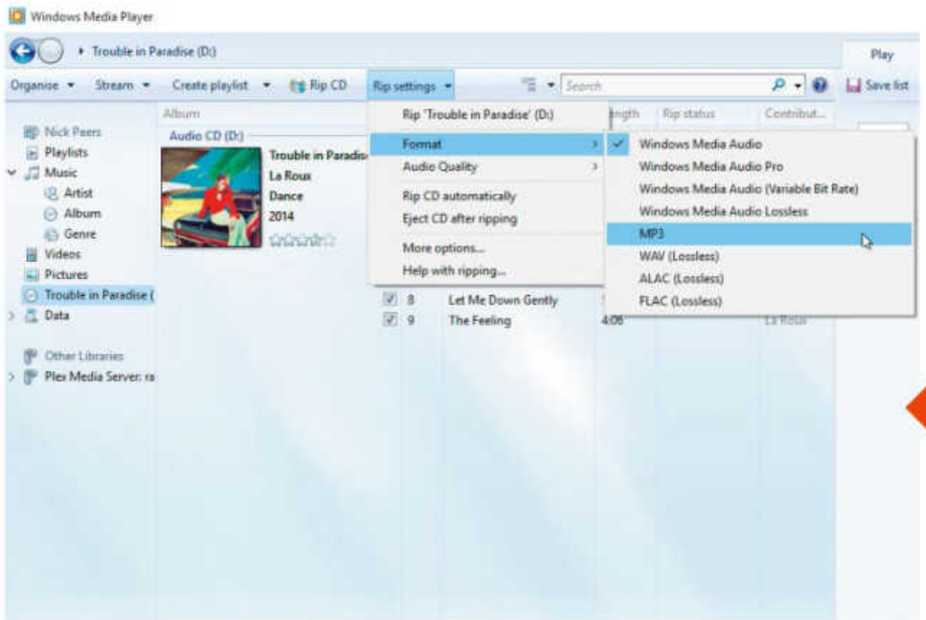
To add videos, click 'Organize > Manage libraries > Videos'. To browse through your videos, click 'Videos' in the left-hand pane, and you'll see them displayed in the central column. Double-click a video to begin playing it, and double-click again to view it in full-screen mode.



Rip a CD

If most of your music is currently on CDs, Media Player can rip them on to your computer (please respect the copyright laws in your country though). Insert a disc into your CD drive, and it shows up in the left-hand column. Select it and click 'Rip CD', then Media Player copies all of the tracks on to your computer and converts them to a suitable format.



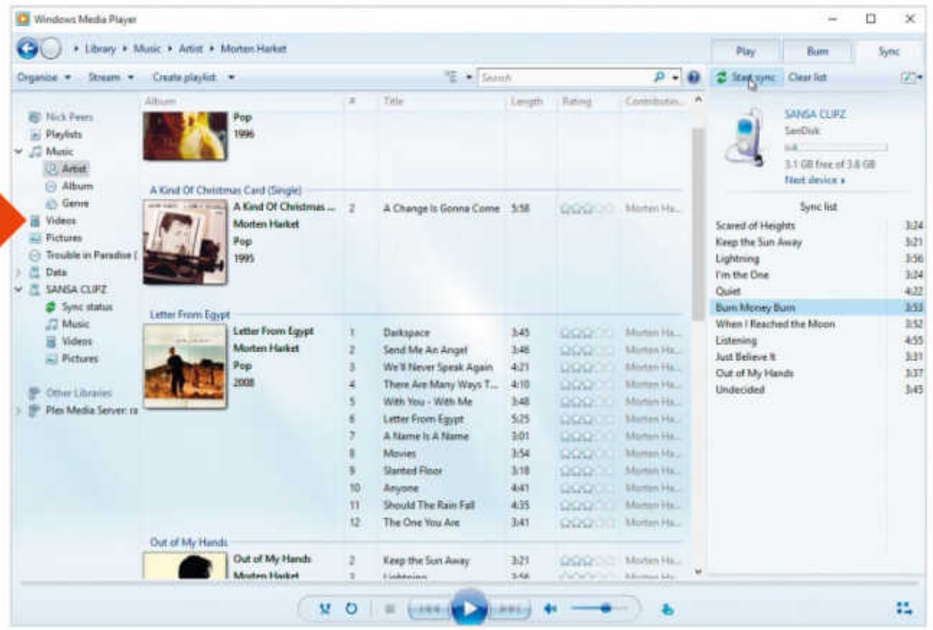


Change the rip options

Media Player defaults to the Windows Media Audio format, which is high quality, but can't be played on some MP3 players. To switch to the more ubiquitous MP3 format, click 'Rip settings > Format > MP3'. You can also increase the quality by selecting a higher Kbps value – but remember that higher quality means bigger files.

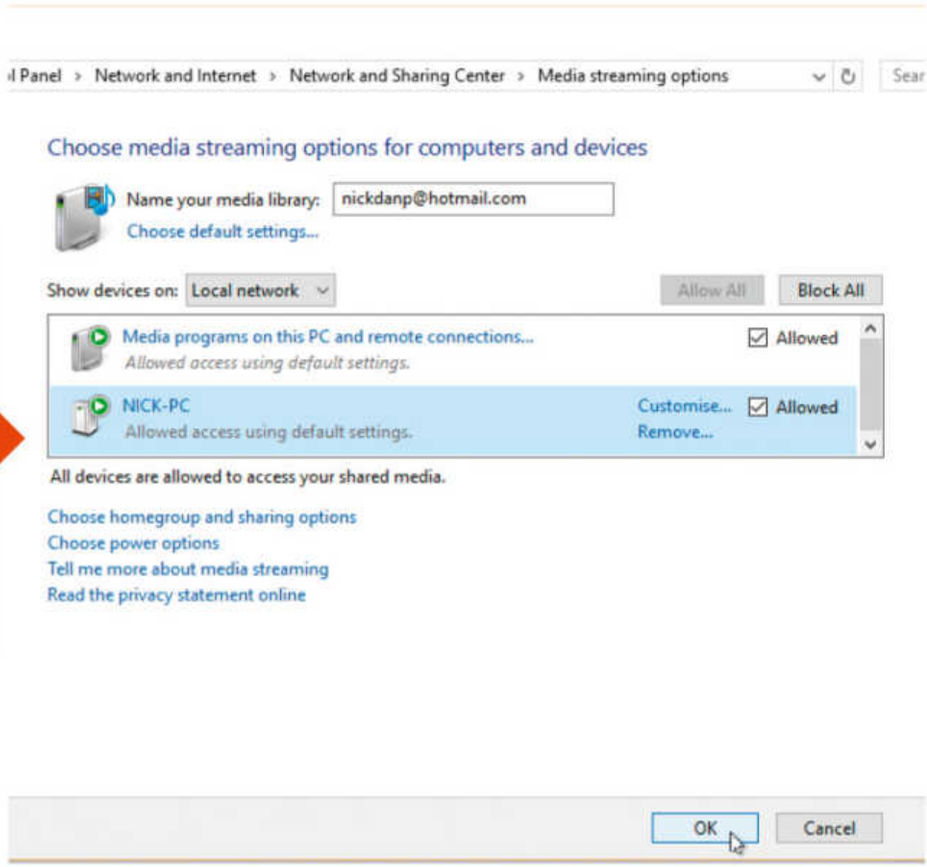
Sync to your MP3 player

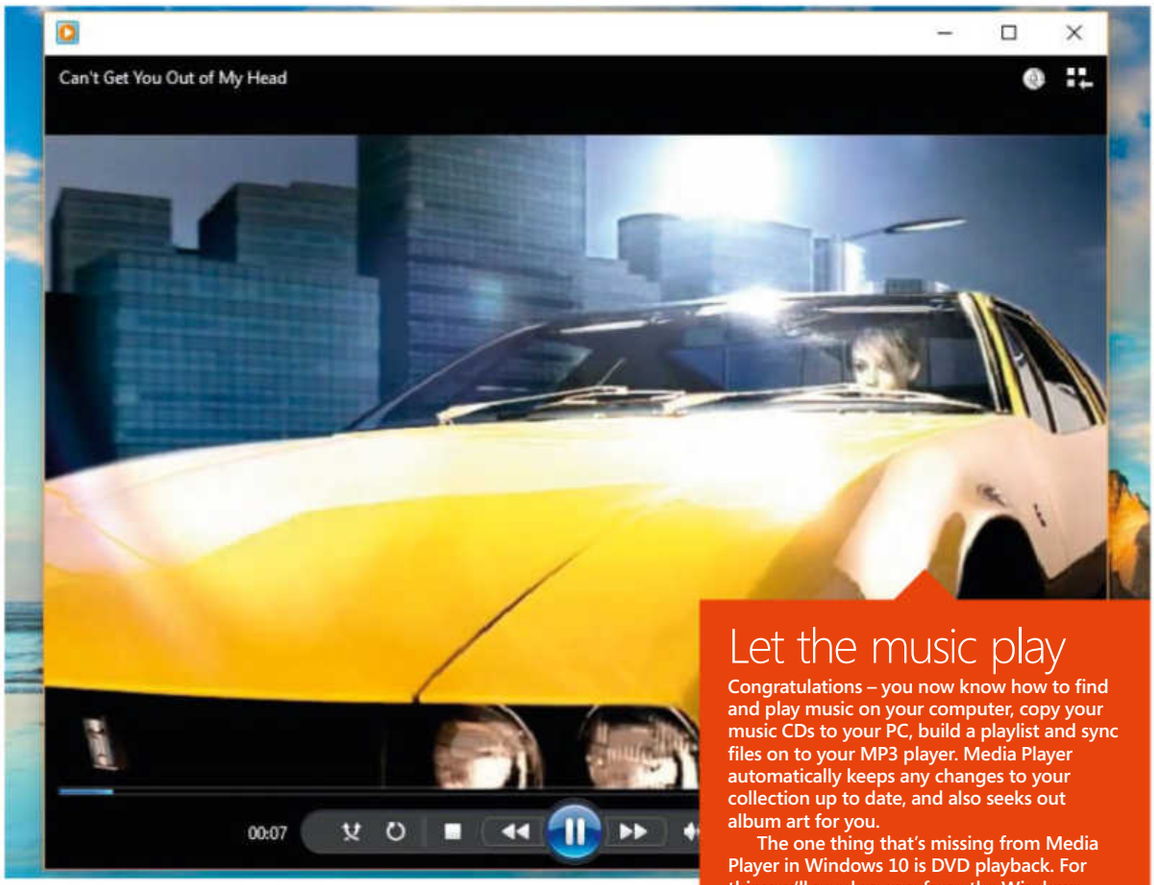
If you own an MP3 player, syncing your music to it is a breeze. Simply connect your device to your PC, and it shows up in the panel on the right. Drag music from the central column into the right-hand panel as you did when creating a playlist. Next, click 'Start sync' to copy your music across.



Stream to another computer

You can also 'push' your music and media from Media Player to another computer on your network. Click 'Stream' at the top, then 'Turn on media streaming' – you need to do this on your destination PC, too. Click 'Turn on media streaming' again, and then you'll be able to access all of the PCs on your network.





Let the music play

Congratulations – you now know how to find and play music on your computer, copy your music CDs to your PC, build a playlist and sync files on to your MP3 player. Media Player automatically keeps any changes to your collection up to date, and also seeks out album art for you.

The one thing that's missing from Media Player in Windows 10 is DVD playback. For this you'll need an app from the Windows Store. We'd recommend the free 5k Player from www.5kplayer.com ■

Learn how to...

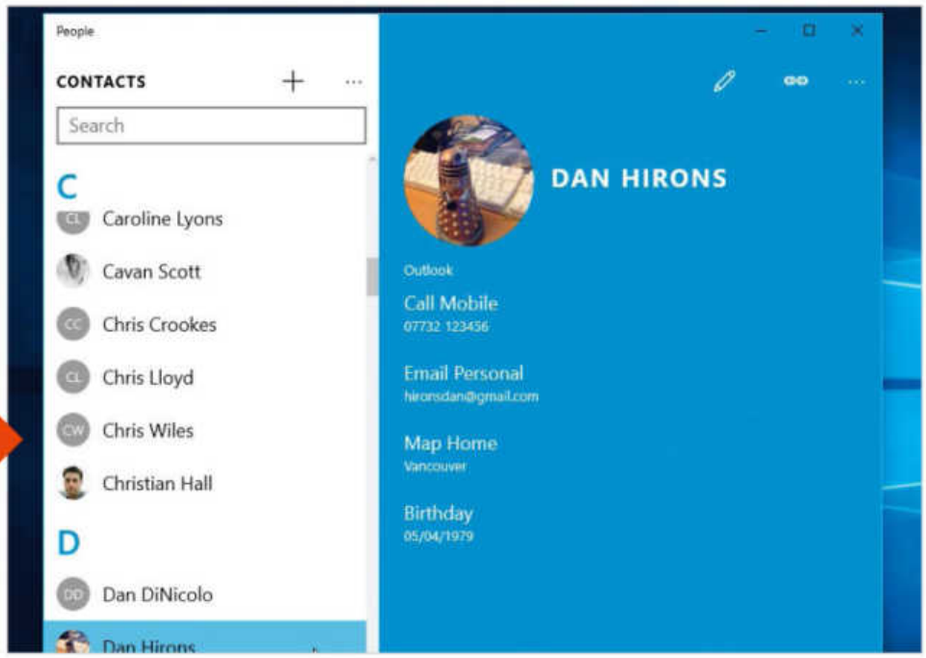
Keep in contact

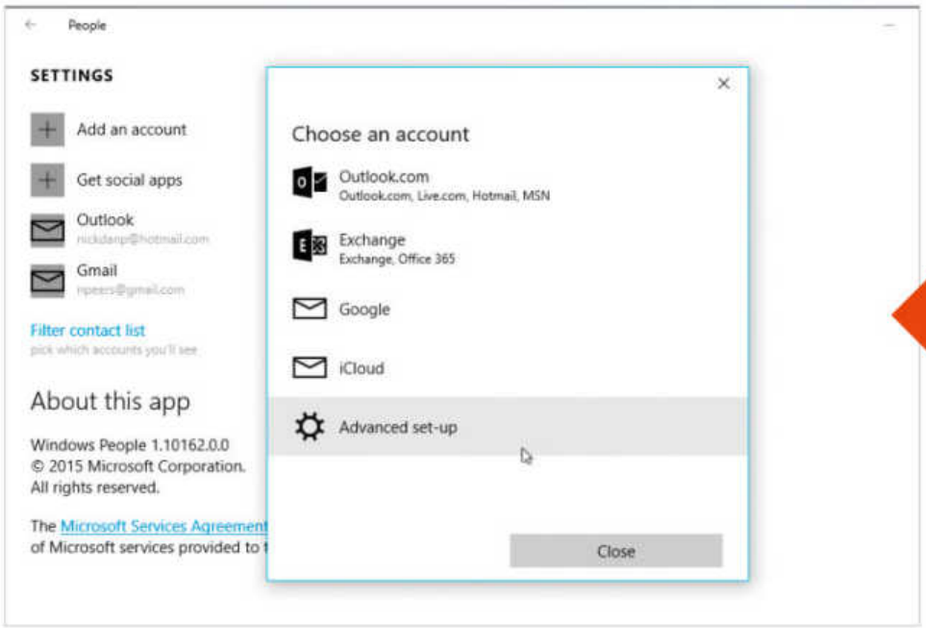
The People app is Windows 10's contact centre, and it's where you go to access and update your contacts

TIME TAKEN
15 minutes

Your People

Open the People app and you should see a list of contacts associated with your Microsoft account. Click one to view any contact information you've recorded: name, email, address, phone and other useful info.





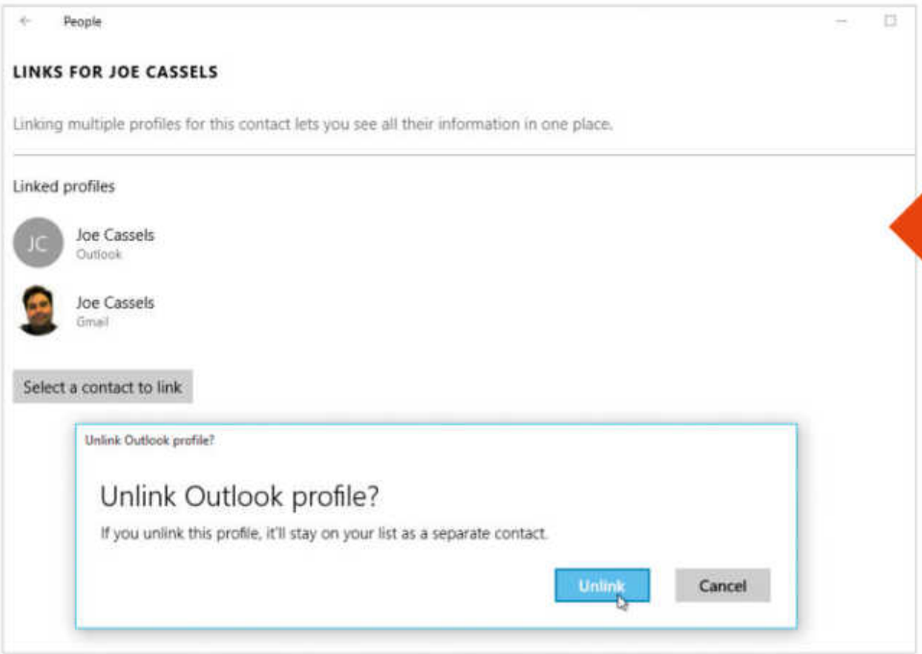
Add your accounts

Your Microsoft account information should already be present, but you can also view information stored with other online services too. Click the '...' button next to 'Contacts' and choose Settings. Click 'Add an account' to add a supported email account: Outlook.com, Exchange, Google and iCloud are supported out of the box, or click 'Advanced set-up' for other supported POP or IMAP accounts with web browser support.

Edit contact details

To add, remove or amend a person's contact details, select them and click the pencil button to enter Edit mode. Make edits to the fields you need to, or roll your mouse over a section and click the 'X' button that appears next to it to delete it.

Click '+' within a section to add extra contact details, such as a home phone number or extra email address. To add extra information such as birthday, anniversary, website or office location, scroll down and click '+' next to Other, then choose the type of information you want to record. Click the floppy disk icon to save your changes when you're done.



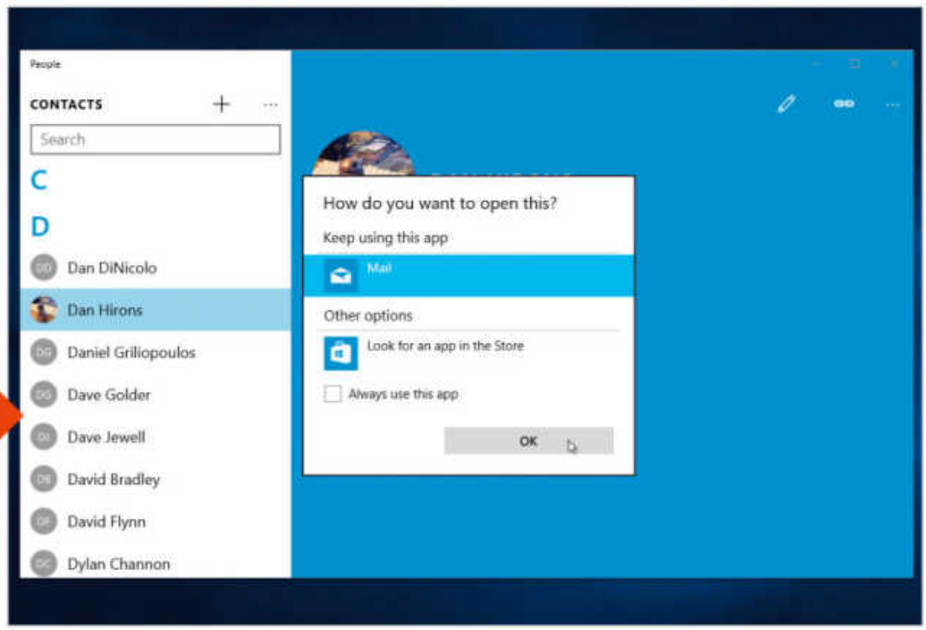
Link accounts

People should be able to detect duplicate account details across multiple email accounts and link them automatically for you. If a person appears twice in your list, click the Link button next to the Edit button. Click the 'Select a contact to link' to browse (or search) your contact list. When you spot a duplicate, click it to link the two accounts together. Repeat for as many accounts as you need – if you make a mistake, or wish to unlink two accounts for any reason, click one of the accounts in the list and click the 'Unlink' button.

Use contacts

The People app lets you perform meaningful interactions with your contact: if you're using Windows on your phone, tap a number to call it. Alternatively, tap or click an email to send an email to that person, or tap an address to view their location on a map.

You can also share contact details with other compatible apps – click the '...' button and choose 'Share contact' from the menu, reveal the contact details and then click the tick button to confirm you're happy to share this information before selecting which app to share it with.



Learn how to...

Access Facebook on your Windows 10 PC

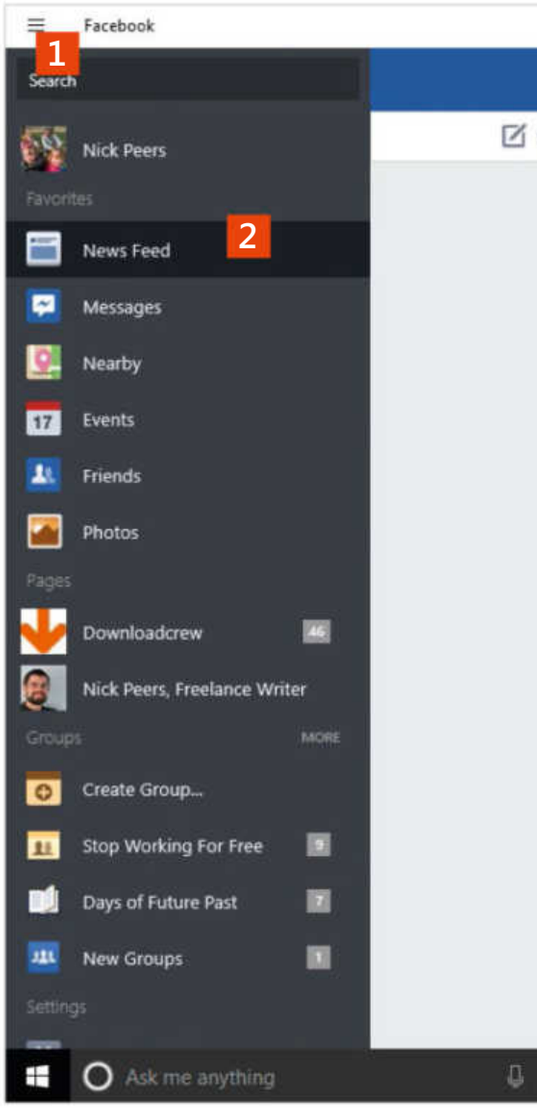
The easiest way to access your Facebook account is through the official app. Here's what it can do

TIME TAKEN
15 minutes

Facebook is almost ubiquitous these days. Everybody from your children to your grandmother is using it to stay in touch with everyone they know, however far apart they may be.

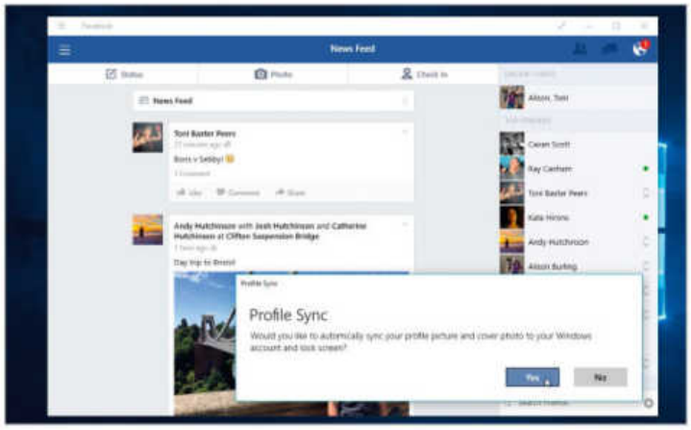
The big advantage of installing the official Facebook app on your PC is that it doesn't just enable you to keep on top of your Facebook activity from one convenient location, but that it also ties in neatly with other Windows settings: notifications appear in the Action Centre, while you can quickly and easily share content from other apps (such as Photos) to Facebook using the app.

The app is also incredibly easy to master, thanks in part to the fact it presents itself in a similar interface to the Facebook website.



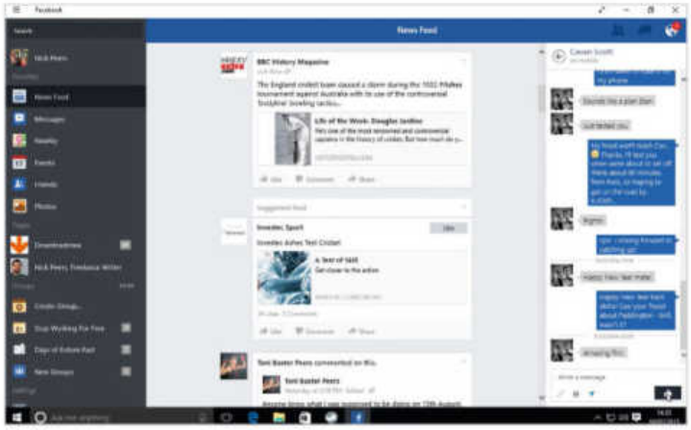
1 APP COMMANDS
Click the hamburger-like icon to access additional Facebook controls: App Commands (basically a 'Refresh' option), Search, Share and Settings (see step four).

2 NAVIGATION
The left-hand pane gives you access to all the tools and settings you need to move around Facebook, including your own profile, Pages you own and groups you're a member of.



1 Install, sign in and get started

Open the Windows Store from the taskbar or Start menu, then search for 'Facebook'. Select the first entry in the list, click 'Install' and wait for it to download and install before clicking 'Open'. When prompted, log into your Facebook account, then only click 'Yes' when prompted about Profile Sync if you want to use your Facebook profile and cover photo on your Windows account screen.



2 Facebook orientation

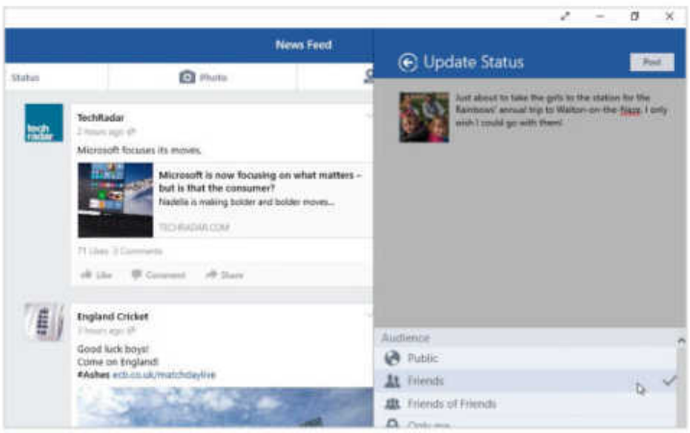
The app works in a similar way to browsing Facebook on the web. The left-hand menu lets you switch views quickly, while the right-hand pane is where you can engage with your Facebook friends using the built-in Chat tool. The middle pane is where you'll browse status updates, switch News Feed to Most Recent (if you prefer updates delivered chronologically) and post your own content.

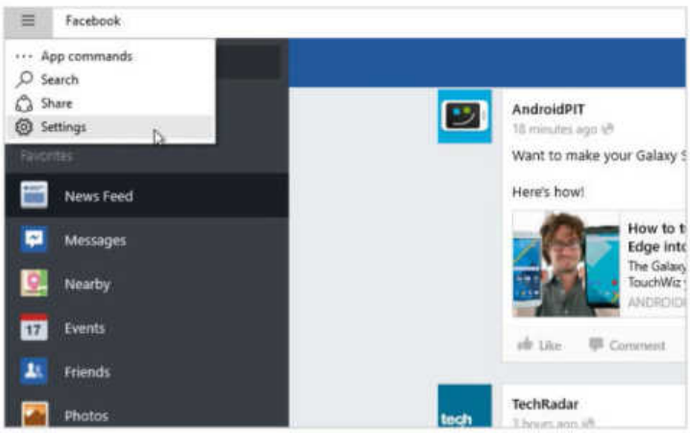
3 SWITCH VIEW
Facebook would prefer it if you let it choose the order of items in your News Feed, but if you'd rather see updates in the order they were posted, click here to switch to 'Most Recent'.

4 REACT TO FRIENDS
As you'd expect, you can respond to people's updates in the usual way direct from your timeline: like the post, make a comment or share the post with your own friends on their timelines.

5 NOTIFICATIONS
Keep an eye on these three icons – as with the Facebook website, they'll alert you to general notifications, messages in Chat and friend requests.

6 CHAT COLUMN
One good thing about the Windows Facebook app is that Chat is still integrated into it, rather than served by the separate Messenger app as found on other mobile platforms. Just click or tap a name to start chatting.





3 Post status updates

Click 'Status' to post your own update – simply type your update, then use the commands at the bottom of the 'Update Status' pane to add Facebook friends, share your location or include a photo or two. Click the Visibility button in the bottom right-hand corner to choose exactly who to share this post with – make sure it's only showing your choice of audience or friend's list before clicking 'Post'.

4 Tweak app settings

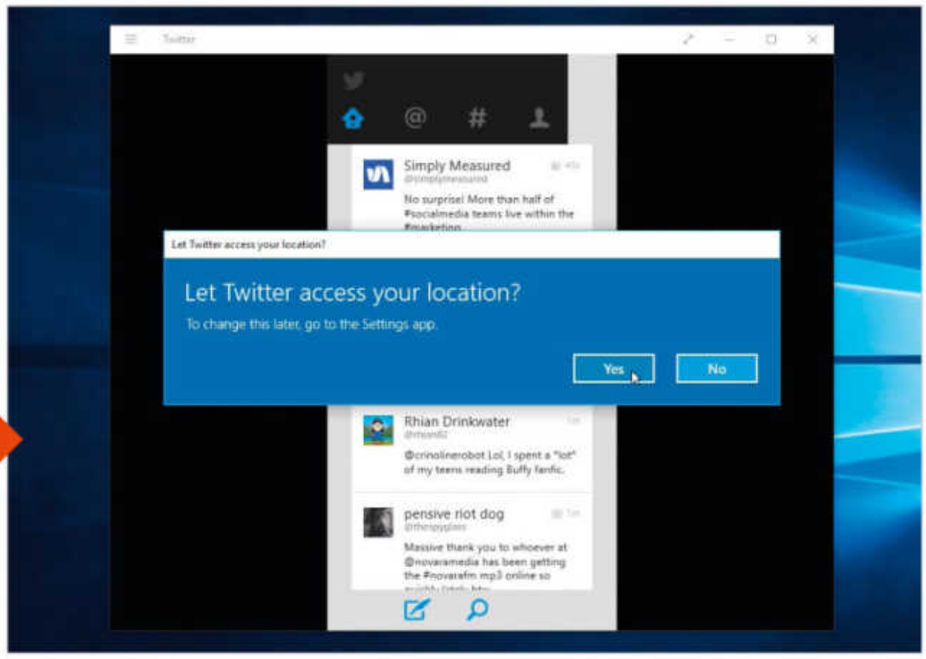
Click the menu button in the top left-hand corner and choose 'Settings'. 'Profile Sync' syncs your Facebook photos with your Windows account and lock screen; 'Notifications' is where you can tell Facebook what you do and don't want to be notified about in Action Centre. Both 'Account Settings' and 'Privacy' options will redirect you to the relevant web pages to tweak your account preferences further.

Learn how to...

Start tweeting

Stay on top of your tweets, retweets, followers and everything to do with Twitter with the help of the official Windows 10 app

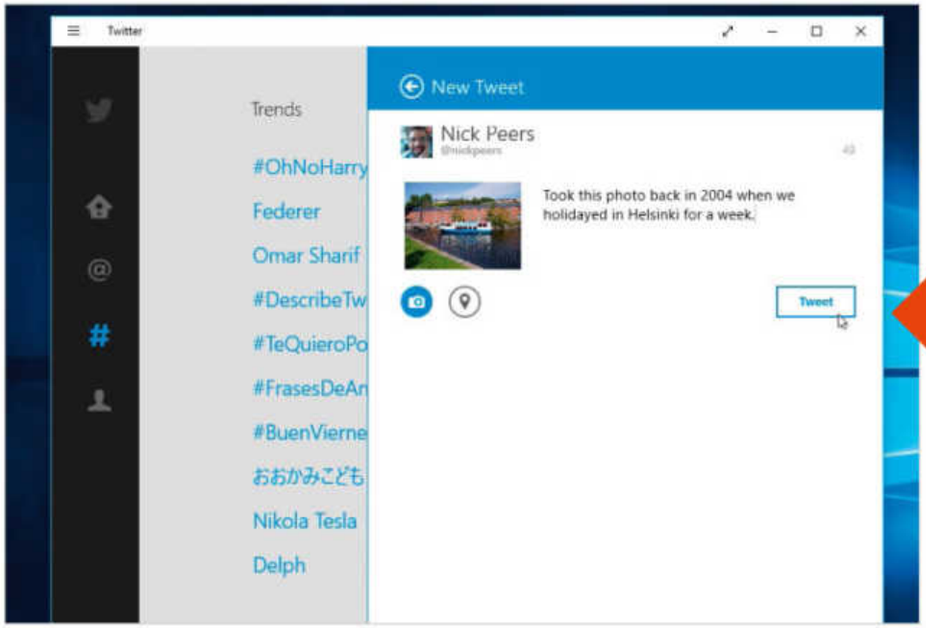
TIME TAKEN
15 minutes



First steps

You'll find the official Twitter app in the Windows Store – once you've installed it, open the app and sign into your Twitter account if prompted. You'll also be asked if you want to share your location with Twitter – if you'd rather people didn't know where you're tweeting from, click 'No'.

You'll be greeted with your main timeline. Depending on the size of the Twitter window, the app displays a portrait-friendly view (perfect for phones or for sitting to one side of your desktop), or fills to fill the available space, which suits larger devices better.



Basic usage

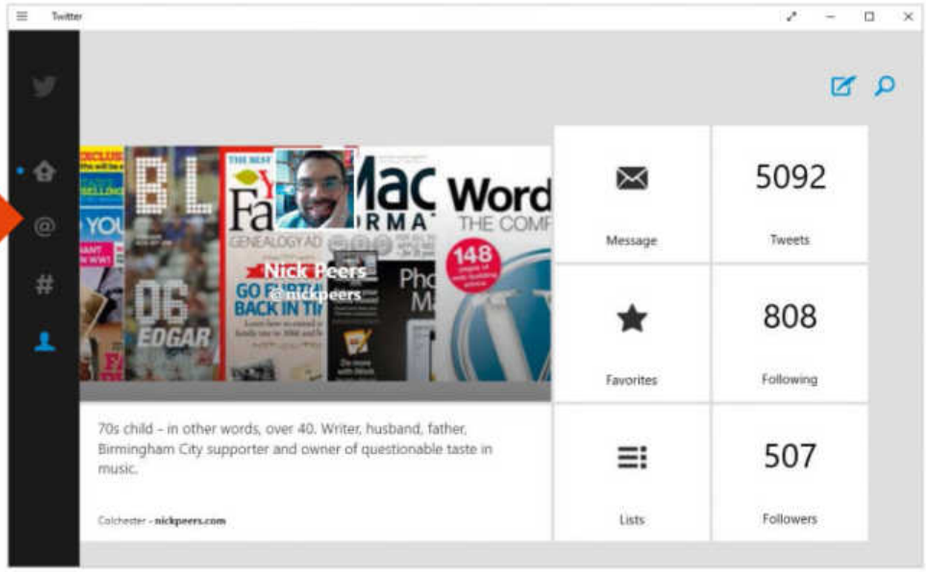
Like Twitter's web interface, you have a choice of views using the four buttons displayed to the left (or above depending on your view of the app window.) These are identical to those on the Twitter website, and basically give you easy access to your main timeline, notifications from other users, a current list of trending topics and photos offering an insight into what the people you're following are up to, and your personal account page.

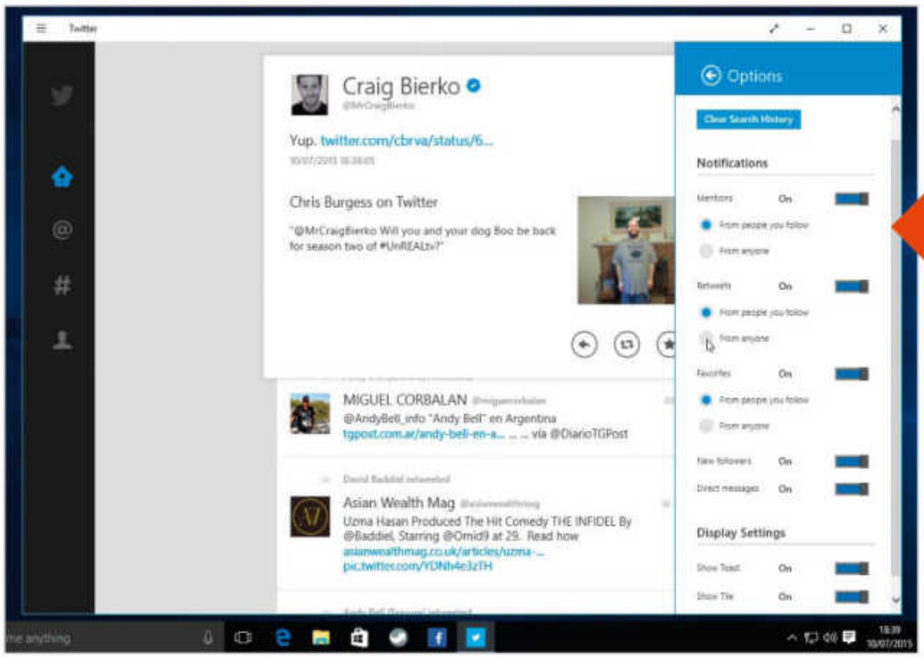
You'll also see the post composer and search buttons too –click the first to tweet to your followers (you can choose whether or not to include your location, plus grab photos from your Photo Library), and the second to search for other users.

Personal details

Click the 'Me' button and you can visit your own profile page – it scrolls vertically or horizontally depending on your view. Everything you see on the web is accessible from here – this is where you go to view direct messages, access your lists and review past content (including tweets, retweets and media you've posted).

Click the search button to find other Twitter users and this is also the view you'll see when browsing their account. Look out for the Follow button if you decide you'd like to add this person's tweets to your timeline.



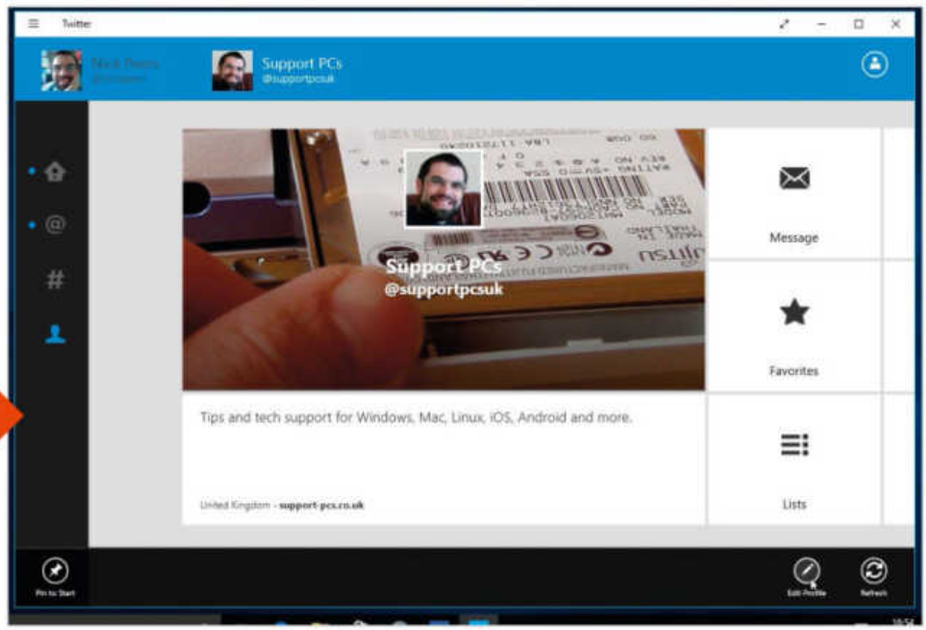


Sharing and settings

Click the three-lined menu icon in the top left-hand corner of the Twitter app window to reveal another menu. The 'Search' option simply mirrors the built-in search tool, while 'Share' lets you share selected content (such as a tweet or person you're looking at) with other apps. Select 'Settings' and choose 'Options' to tweak key preferences like how and when the app can notify you through Action Centre.

Multiple accounts

Finally, choose 'App Commands' to locate a manual 'Refresh' button that updates your feed when you click; if you're currently viewing your profile page you'll also see an 'Edit Profile' button you can use to update your Twitter profile directly from the app. There's also a person icon in the top right-hand corner of the app window. If you click this, you can add extra accounts to the Twitter app, allowing you to switch between them from this screen to monitor them independently.



Learn how to...

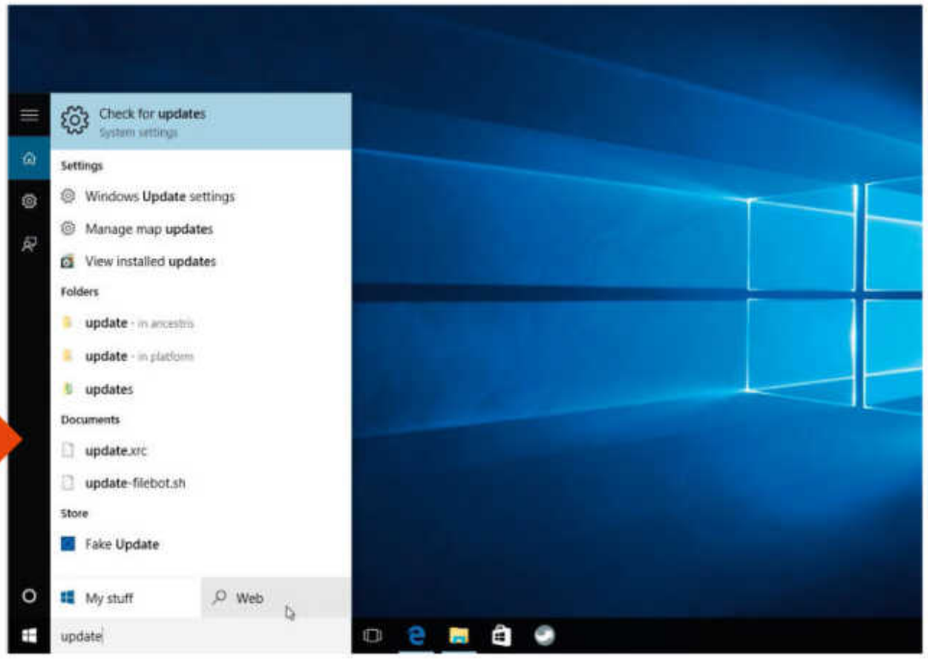
Master search in Windows 10

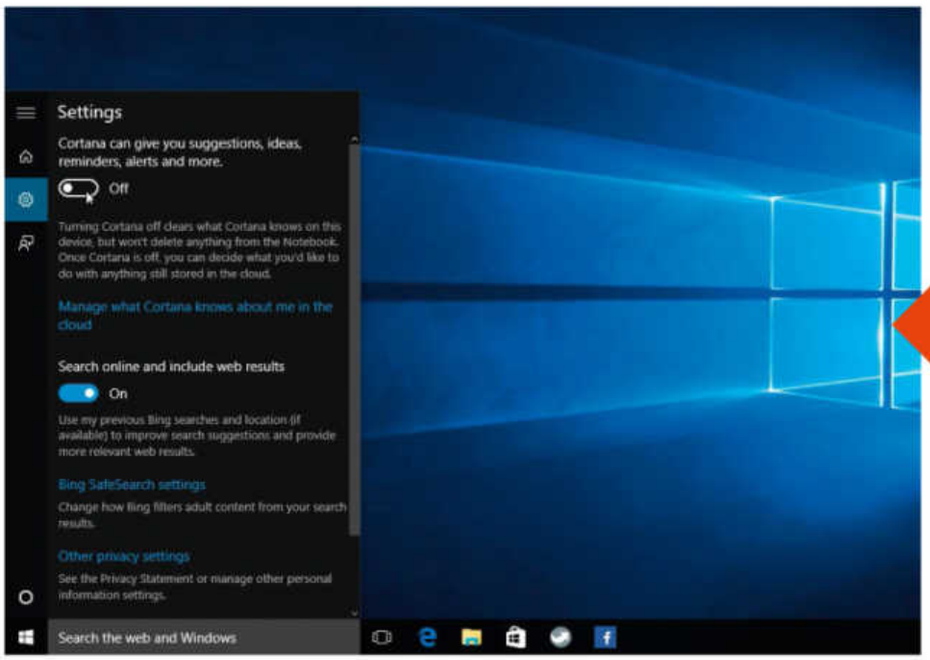
When searching in Windows 10, it's easier than ever to find what you want

TIME TAKEN
20 minutes

Search directly from the desktop

Past versions of Windows required you to open the Start menu or Start screen to begin searching your PC; in Windows 10, the Taskbar at the bottom of the desktop has been redesigned to place a Search box right at your fingertips, powered by Microsoft's new Cortana feature, which learns from your behaviour to provide useful suggestions, ideas, reminders, alerts and more in addition to suggested matches from your PC and the web. See page 40 for more on Cortana. In this tutorial we're focussing more on Cortana's search capabilities.



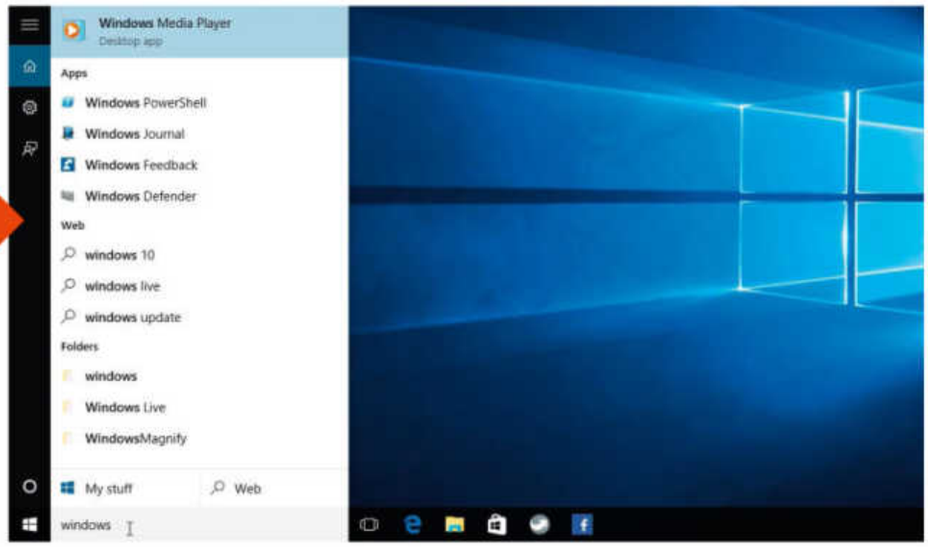


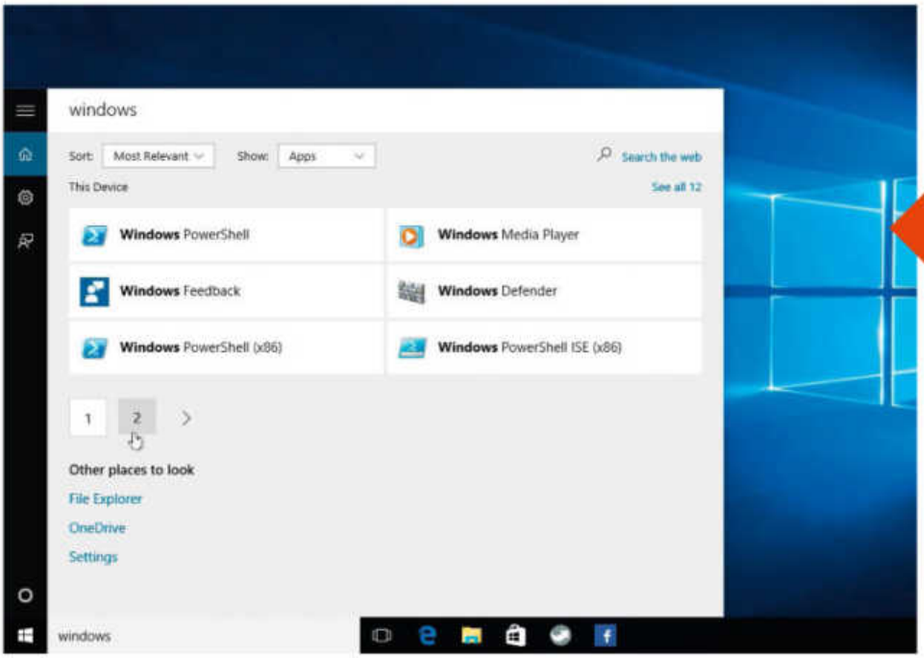
Set up Cortana

When you first click the box, you'll see the Search menu appear (it's a similar shape and size to the Start menu). Cortana will offer to set herself up for you. Click Next and follow the instructions to do so. Note, you don't need Cortana to actually search the web or your PC, so if you don't want to use it right now, you can exit the setup wizard and Cortana will automatically switch off. Should you want to switch her back on later, click the 'Settings' button in the Search menu and flick the Cortana switch back to On.

Your first search

Start by typing in a word, or a phrase, that you're looking for. Cortana will start displaying results as it searches online and on your PC, with the results divided into two broad categories: 'My stuff' refers to files, settings and content stored on your PC, while 'Web' uses the Bing search engine to provide you with results from the internet. Click either to view all possible results in an expanded window.



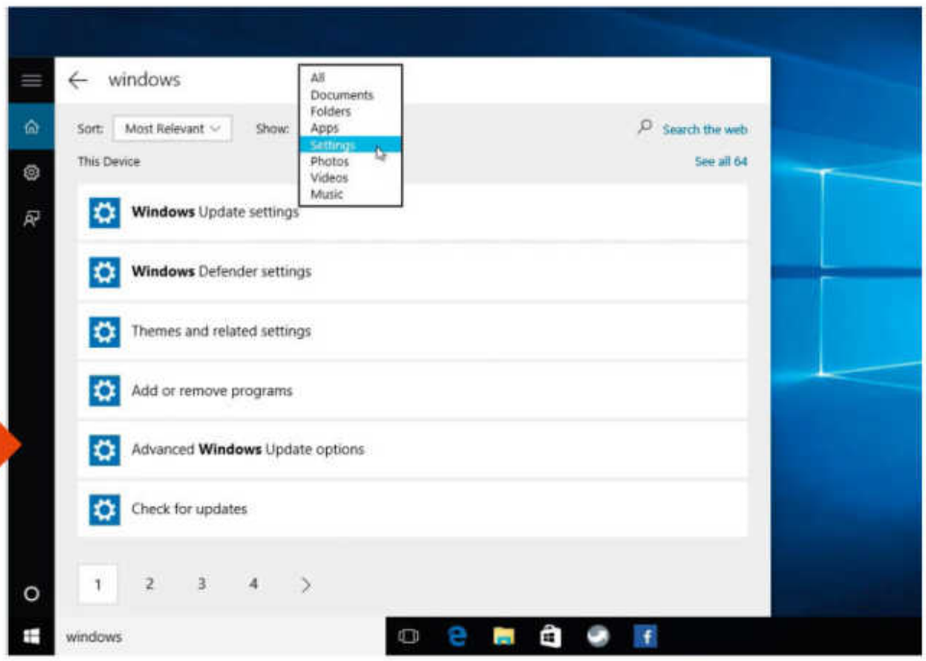


Choose what to search for

Simply click a search result to open the relevant file, app, program or setting. If you can't find what you're looking for, you can access Cortana's advanced search screen – to do this, first click the category heading (such as 'Apps' or 'Settings') that matches what you're looking for to review all the results in that category.

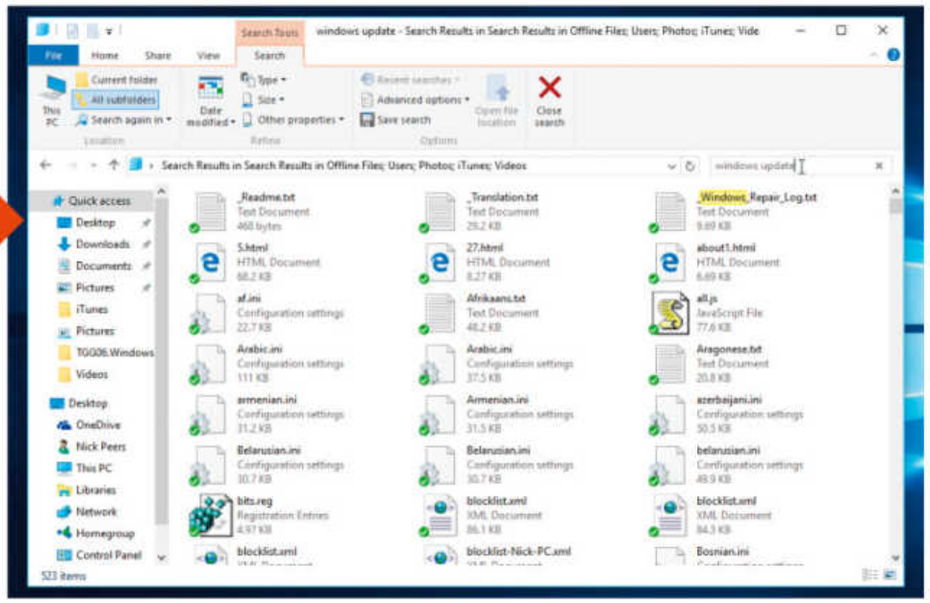
Refine search

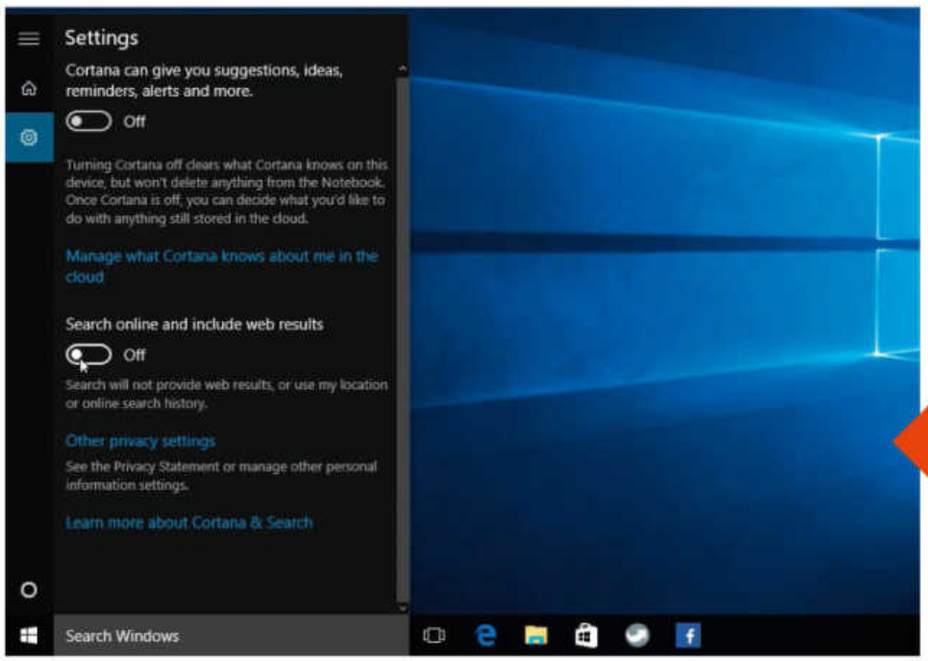
If there are too many results to display on a single page, use the buttons underneath the results to go through the results manually. You can also refine your search further by clicking the 'Sort:' button to show the most recent items first, or click 'Show:' to search a different category: pick 'All' to show everything, or choose from documents, folders, apps, settings, photos, music, videos and settings.



Beyond Cortana

If the Search menu stubbornly refuses to reveal what you're looking for, it'll suggest other places to look – File Explorer is your best bet, so click that and it'll open a Search window with your search terms selected, allowing you to refine the search further using the Search tab on the ribbon – here you can restrict your search by various criteria such as file type or size. You can also tweak advanced options, such as choosing which locations on your hard drive are indexed to help speed up future searches in those areas.



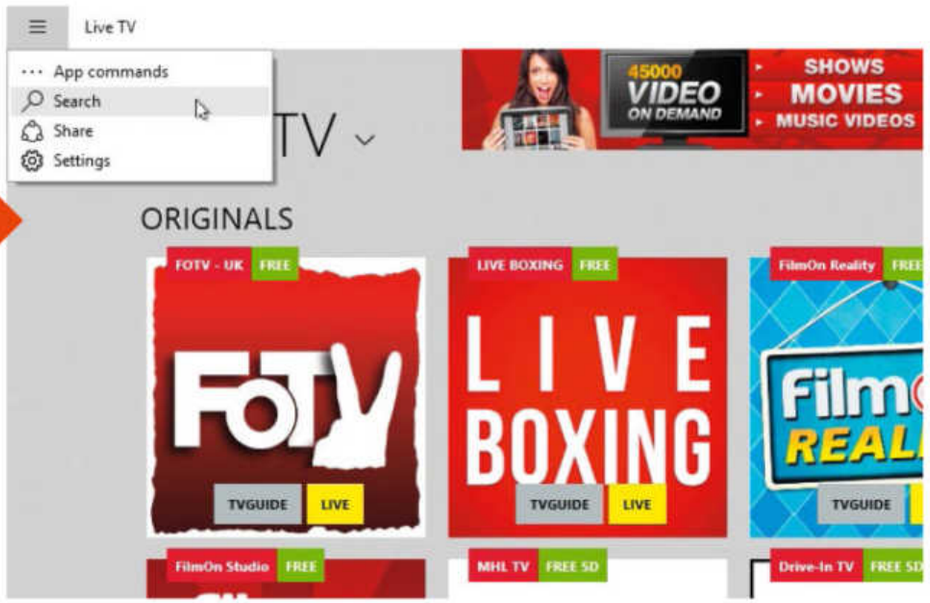


Disable online searches

If you'd rather Cortana restricted its searches to your computer only, click the search box to open the Search menu, then click the Settings button and flick the 'Search online and include web results' switch to Off. You can also modify your Bing search settings from here, which affect what web content Cortana will show in its searches.

App searches

Don't forget that many apps you install from the Store also come with their own built-in search tools, specific to the app in question. If you can't find the search option within the main app window, look for the three-lined menu icon in the top left of the app window – if it exists, you should find a 'Search' option by clicking here. ■



Learn how to...

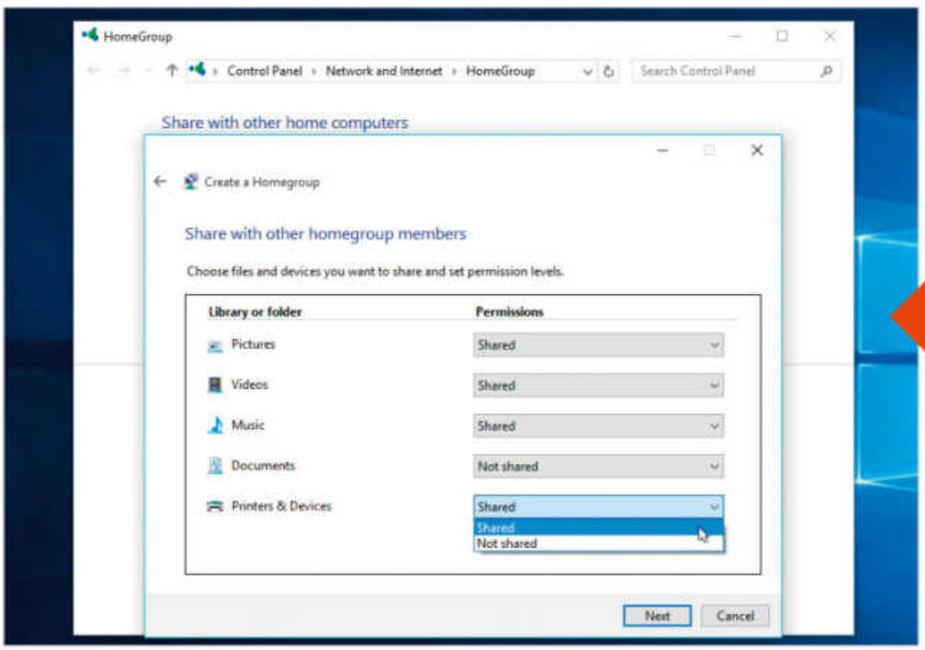
Share files in Windows 10

You can share your files between any device that uses Windows 10

TIME TAKEN
30 minutes

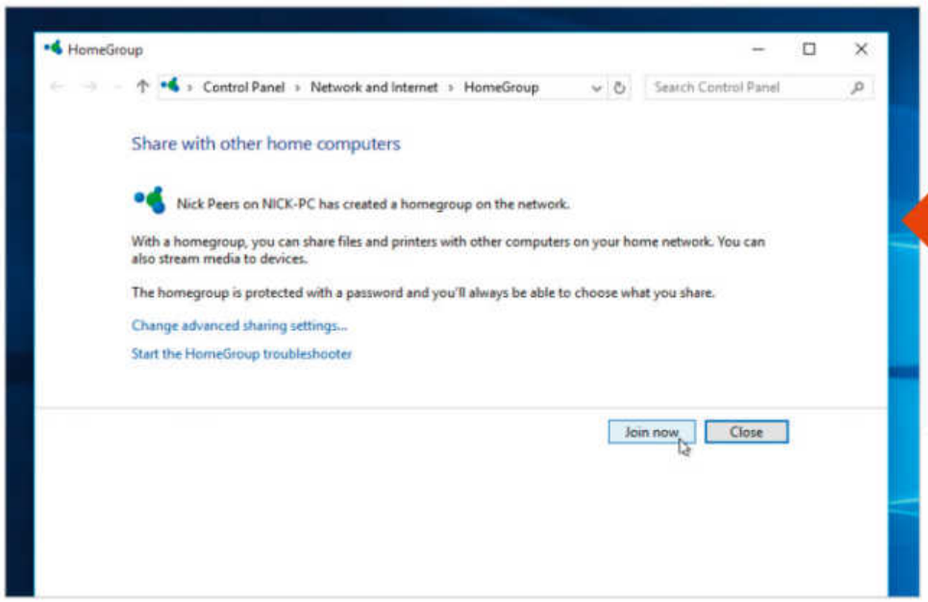
Introducing HomeGroups

HomeGroups were first introduced in Windows 7, and have proved very popular with people looking for an easy way to share files between their different computers. To set up a HomeGroup, type 'homegroup' into the Search box on the Taskbar or select 'Start > Control Panel > HomeGroup'.



Create a HomeGroup

The HomeGroup Control Panel will check your network to see if a homegroup exists elsewhere – if it does, you'll be invited to join it (see the following step). If not, click 'Create a homegroup' to open a wizard. Click 'Next', then choose what libraries and devices (printers and so on) you'd like to share with other Homegroup members. Click Next, then make a note of the password others will need to use when connecting to your HomeGroup. It's not the easiest to remember, so we'll show you how to change it later in this tutorial.

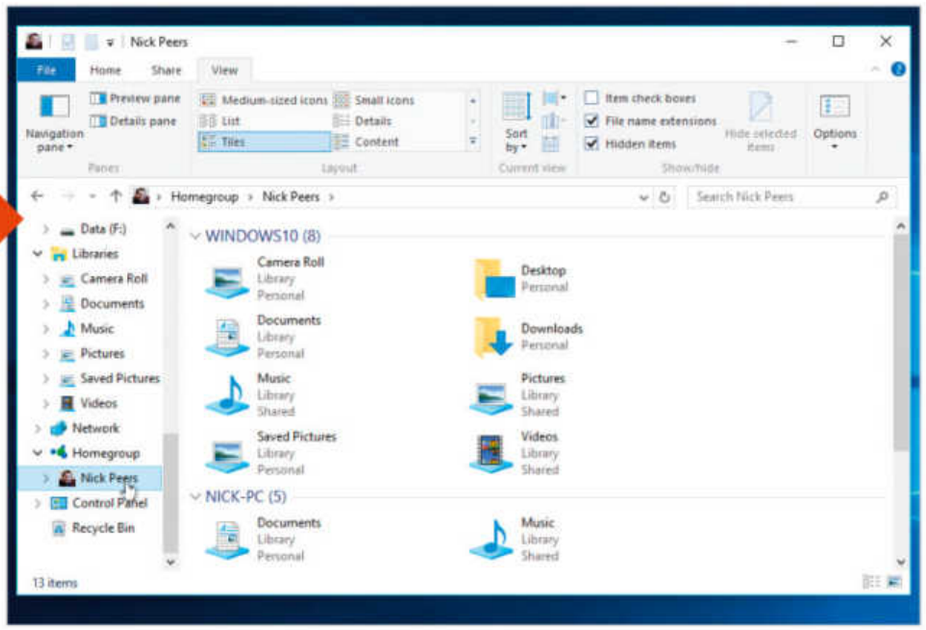


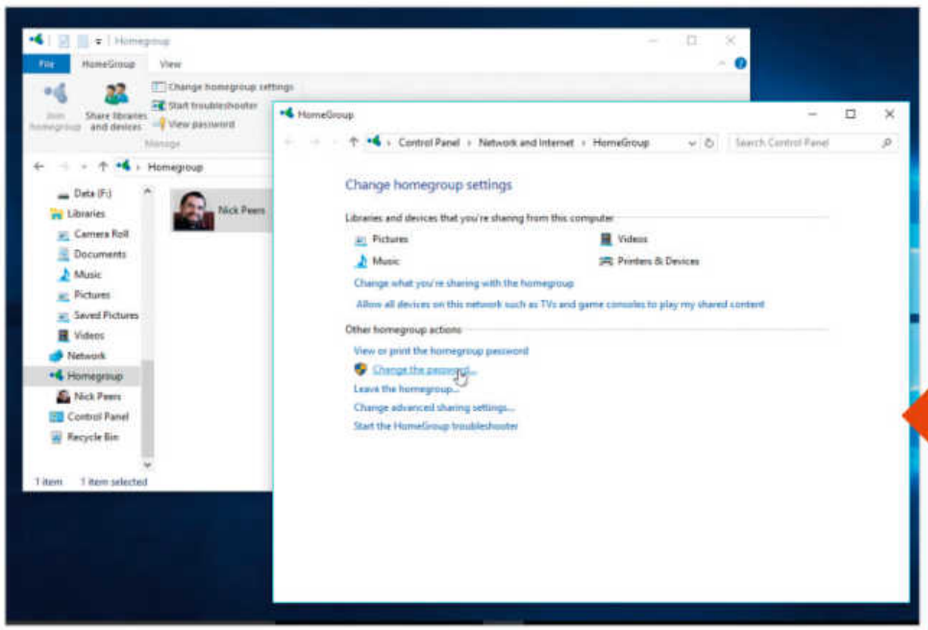
Add a PC to your HomeGroup

If a HomeGroup has already been set up on your network, you'll see confirmation of the fact alongside a 'Join now' button. Click this, and follow the wizard, which works in the same way as it does when creating a HomeGroup: choose what libraries and devices to share, then wait while Windows attempts to connect you – if prompted, you'll need to provide a password. You can get this from the PC where the HomeGroup was originally created.

View your HomeGroup

You can view the files and folders you share in your HomeGroup as though they were folders on your own PC. On the desktop, click the 'Libraries' icon on the Taskbar and select 'HomeGroup' on the left. Click the user name of the other computer to see what files are being shared.



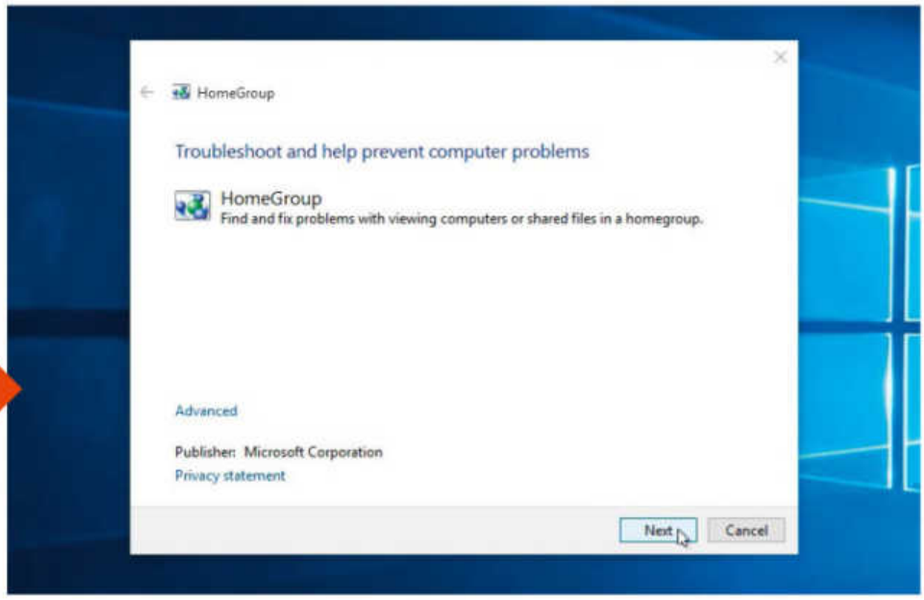


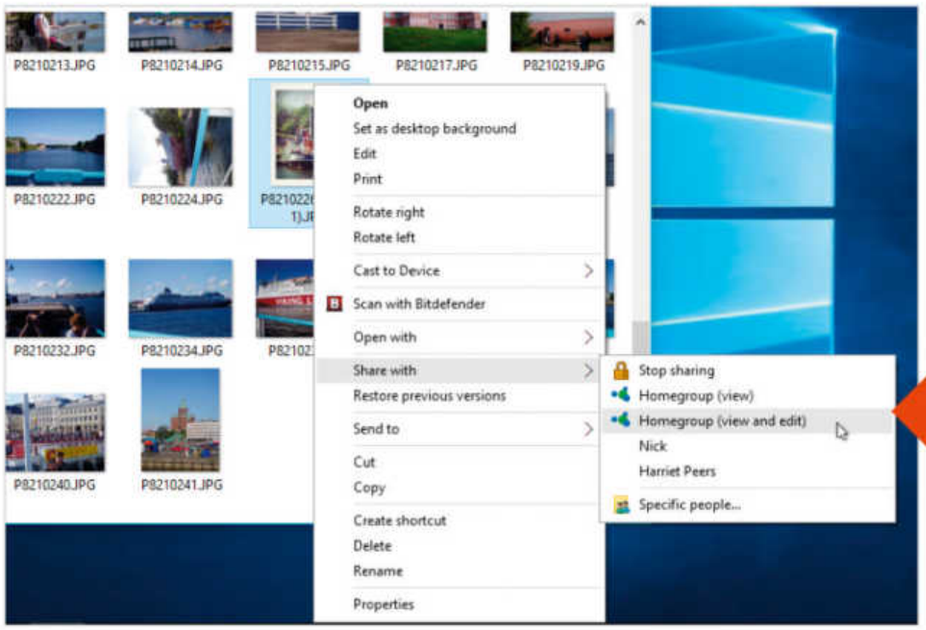
Change the settings

Click the 'HomeGroup' icon on the left-hand side of the window again and you'll see that File Explorer now offers a selection of new options in its ribbon bar. Click 'Change HomeGroup settings' to change what you share with the HomeGroup, view the password and much more.

Troubleshoot problems

If you have any problems with HomeGroups, Windows can help you identify and fix them with the HomeGroup troubleshooter. To launch it, either click 'HomeGroup' in File Explorer and select 'Start troubleshooter', or type **HomeGroup** into the Search box on the Taskbar and select 'Find and fix problems with HomeGroup'.



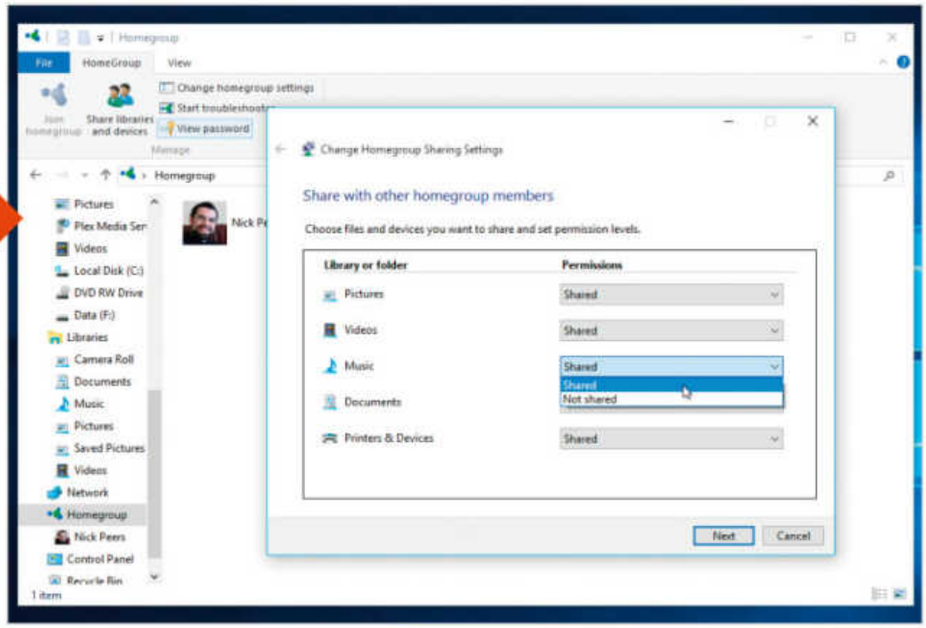


Quickly share files and folders

While you can set which folders Windows 8.1 shares in the HomeGroup, or drop files and folders into your Shared folders, you can also share individual files. Right-click on a file or folder and select 'Share with > HomeGroup (view)' or 'HomeGroup (view and edit)'. The latter lets other people edit the files, so be careful what you select.

Get the most out of sharing files

Now you've set up a HomeGroup and added your devices to it, you can enjoy your shared media from any of the devices you like, browse another PC's photos, edit a document on a number of tablets, and so much more. Have a play and you'll find some excellent ways to share in Windows 10. ■



Learn how to...

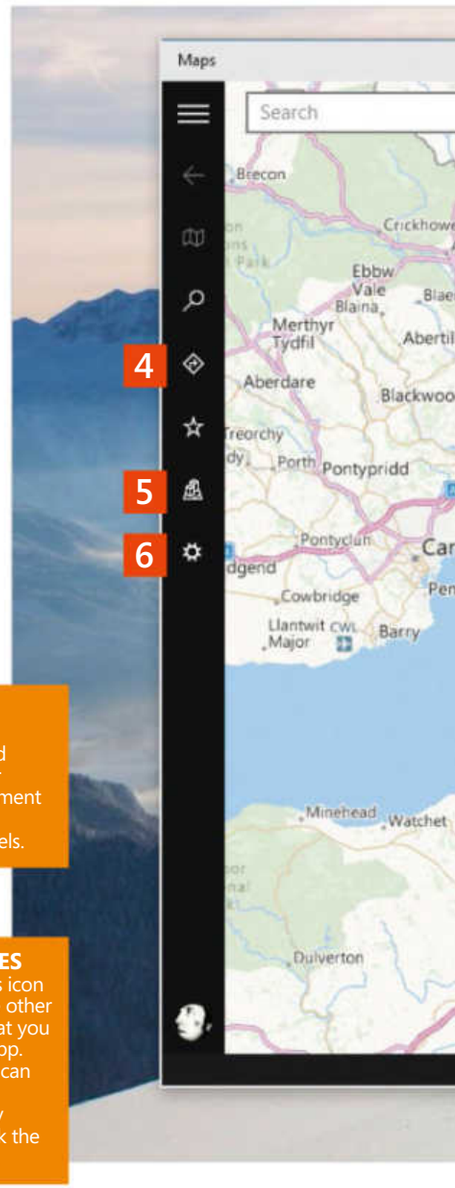
Get the most out of Windows 10's Maps app

The improved Maps app brings lots of new features. Here's how to make the most out of it

TIME TAKEN
10 minutes

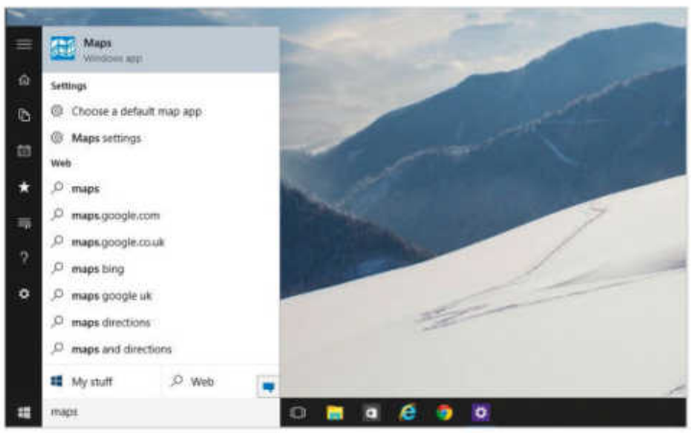
Microsoft's Maps app is present and correct in Windows 10, and it's been given a big overhaul. You can now easily find directions to locations, share your discoveries and much more. Cortana, the new virtual assistant that's included with Windows 10, is tightly integrated with the app, letting you search the globe with just your voice.

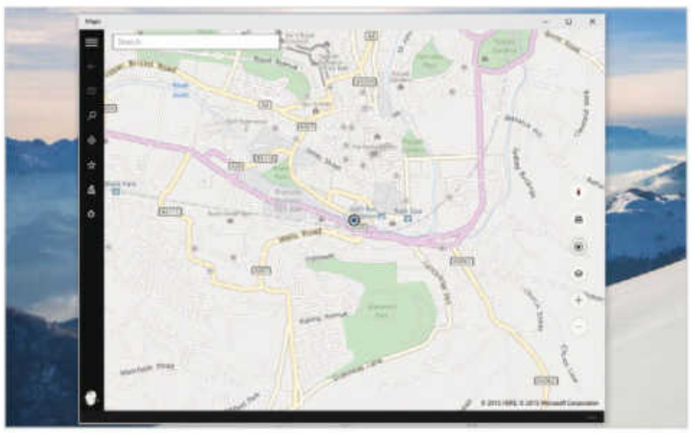
Maps is more powerful, easier to use and better than ever before – you'll never get lost again thanks to the brilliant direction tools, which take you turn by turn to your destination. Fancy some food, but don't know where to eat? The Maps app will show you the nearest restaurants along with customer reviews, so you can plan your perfect meal out. Let's find out more.



1 SEARCH
Type in this search box to find specific places, or general establishment types such as takeaways or hotels.

2 MAP TYPES
Clicking this icon will show you the other types of maps that you can view in the app. For example you can view a map photographed by satellites, or check the traffic conditions.



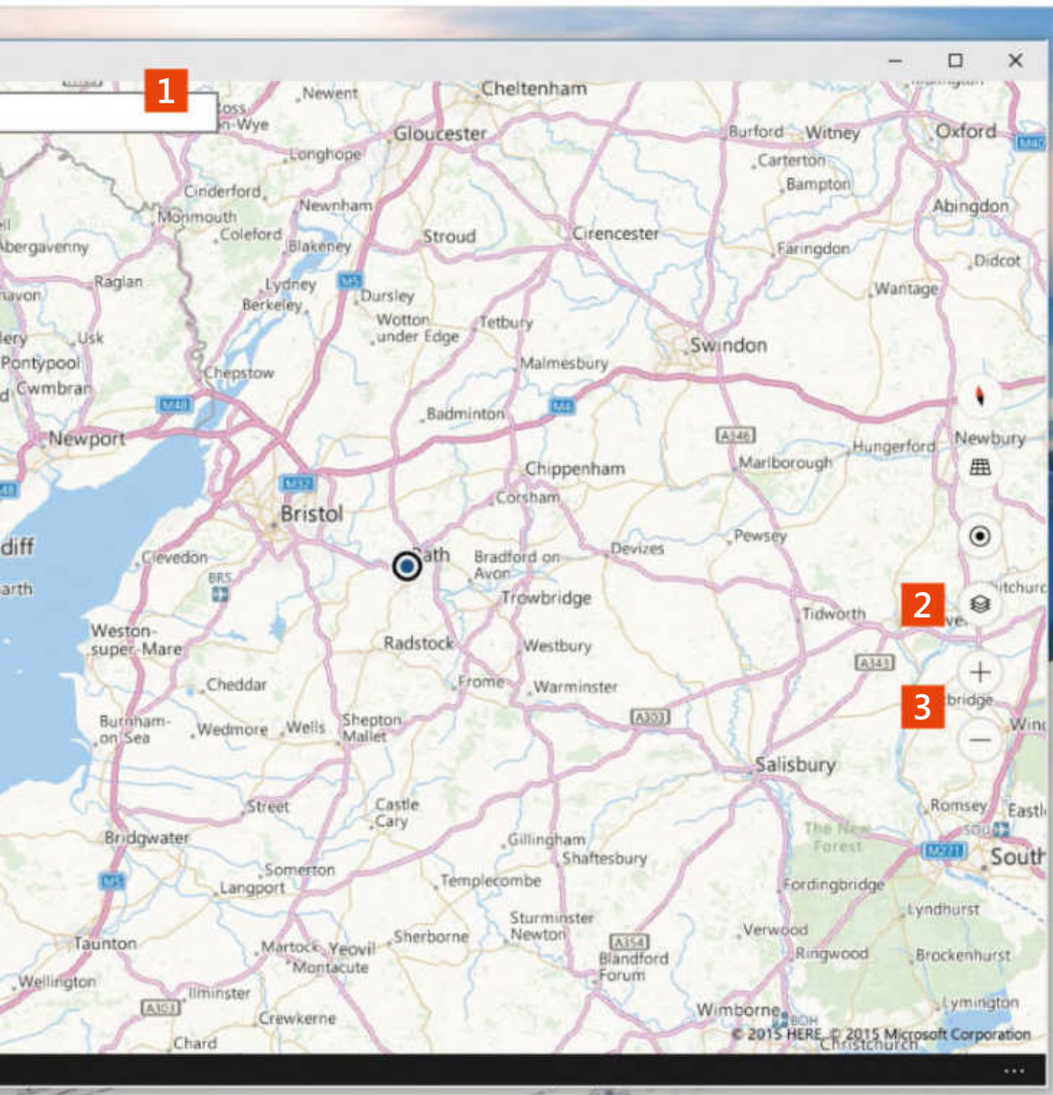


1 Launch the app

The Maps app is preinstalled with Windows 10 so you don't need to download anything else. To load up the app, all you need to do is click the 'Search Windows and the web' text box in the taskbar at the bottom of the Windows 10 screen and type in (or say aloud if you have a microphone) **Maps**, then press return on your keyboard to load the app.

2 Show your location

To quickly zoom to your chosen location, click the icon that is represented as a circle with a dot in it (on the right-hand side of the screen). You can also press [Ctrl] together with the Home button on the keyboard. This will take you straight to where you are – making finding your way if you're lost, less stressful.

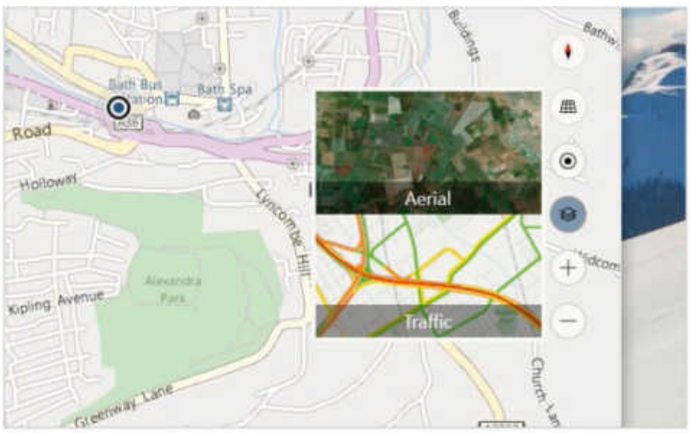


3 ZOOM CONTROLS
These two buttons let you zoom in and out of the map – essential if you want a closer look at a place, or if you'd rather have a better view of the surrounding area.

4 DIRECTIONS
Click this icon to bring up the directions screen, which will help you find your way from A to B. You can choose directions for car, public transport or walking.

5 3D VIEW
Certain locations can be viewed in 3D, which gives you an even better idea of where you need to go. It's also great for planning your next holiday.

6 SETTINGS
Clicking this icon bring up the Settings menu, where you can choose the units you want distances to be displayed as, along with travel preferences (such as changing from Driving to Public Transport).

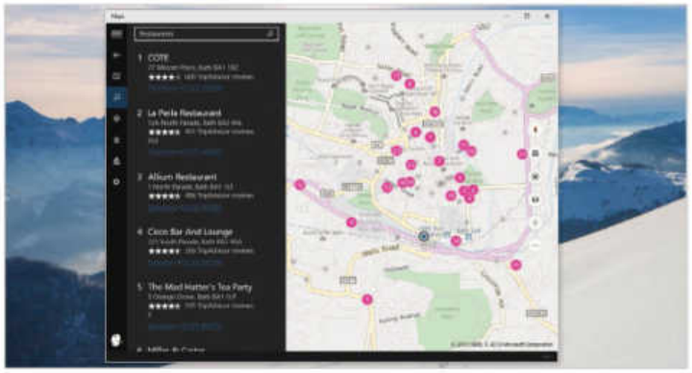


3 Change the map type

Click on the icon of three stacked rectangles to view the other types of maps you can switch to. The Aerial map uses satellite photography to conveniently show your location, while the Traffic map highlights current conditions on the road – we've found this is essential if you want to avoid being stuck in a traffic jam!

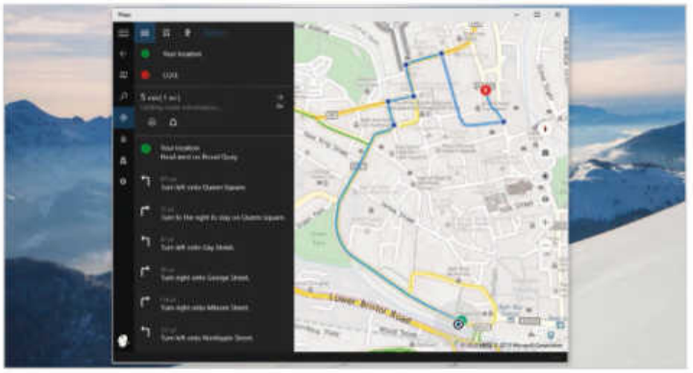
4 Change the angle and orientation

If you want to rotate the map, you can do this easily by clicking the Compass icon. You'll then see two arrows appear on either side. Clicking these will rotate the map in the direction of the arrow. Below is an icon of a grid, and clicking on this will allow you to change the angle from a direct top-down view.



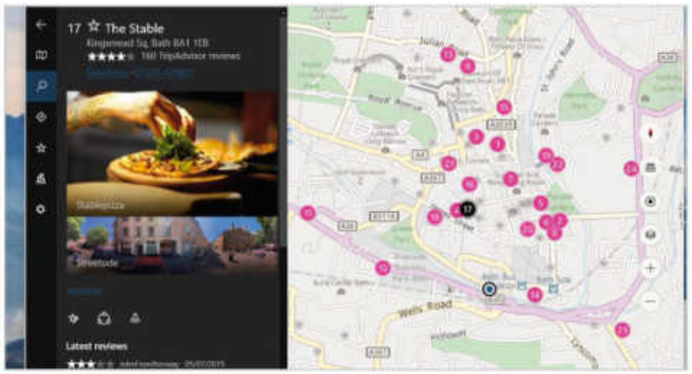
5 Search the map (part one)

Clicking the Magnifying Glass icon on the left will bring up a text box that allows you to search the map. You can look for certain shops if you know their name, for example, or you could look up more vague searches. For instance, searching for 'Restaurants' will give you a list of all the nearby establishments, along with their location on the map.



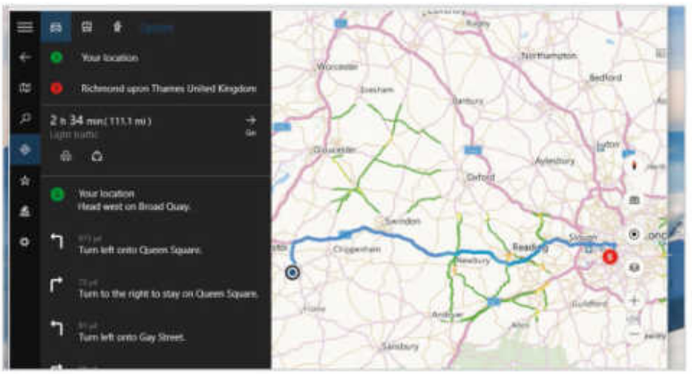
6 Search the map (part two)

Once you get the search results you'll see a number of things. Not only will you have name of the place you've searched for, but you also get the full address. If you want to find out how to get there, click 'Directions'. A phone number is also included, so if you're using a device that can make phone calls (or has Skype installed), then you can ring them by clicking here.



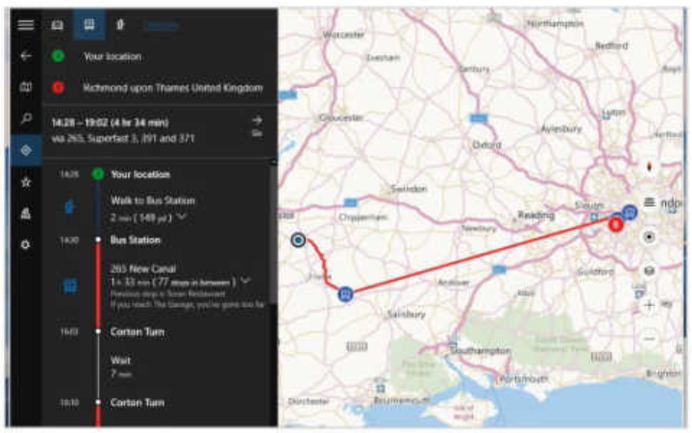
7 Favourite a place

When you've found a place on the map, clicking it will bring up more information, including photos and reviews. If you want to remember the place, click the star icon to add it to your favourites. If you log into the Map apps on another device, all your favourite locations will be there. You can also share your favourite locations with other applications.



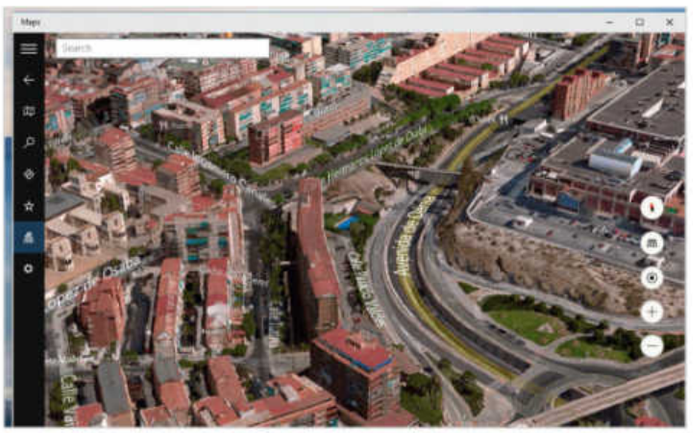
8 Getting directions

The Maps app is great for directions. Click the Directions icon on the left-hand side of the screen (it's the one below the magnifying glass symbol). In the 'A' box type where you want to start from (or leave it and it will use your current location), and in the 'B' box type where you want to go. You'll now be given an estimate of the time it will take, as well as turn-by-turn directions.



9 Use public transport

Don't have a car? Don't worry as Maps can also give you directions on how to get places by public transport. Just click the bus icon at the top of the window and you'll see your options. It will list methods by how much time it takes. Click on one and you'll see directions on which stations or stops to walk to, and which services you need to take.



10 Explore the world in 3D

You can also view certain cities in 3D with the maps app. Click the 3D icon and then choose from a list of cities from around the world. Hopefully Microsoft will continue to add cities and locations in the future. You can then scroll over a 3D recreation of the cities, and while it might not be exactly like being there in person, it's still pretty cool! ■

Future

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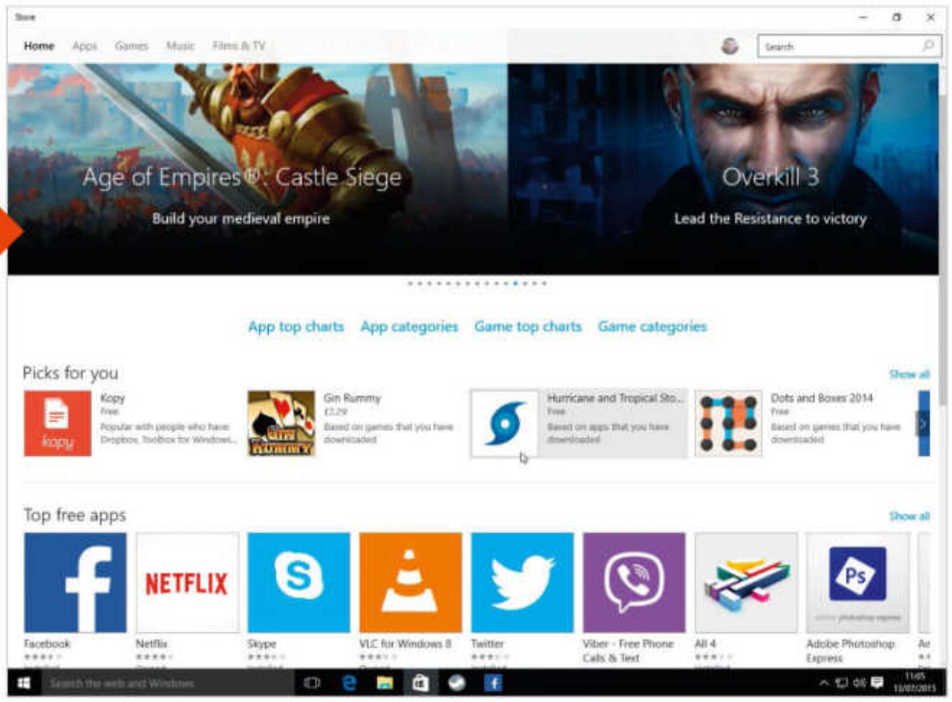
Learn how to...

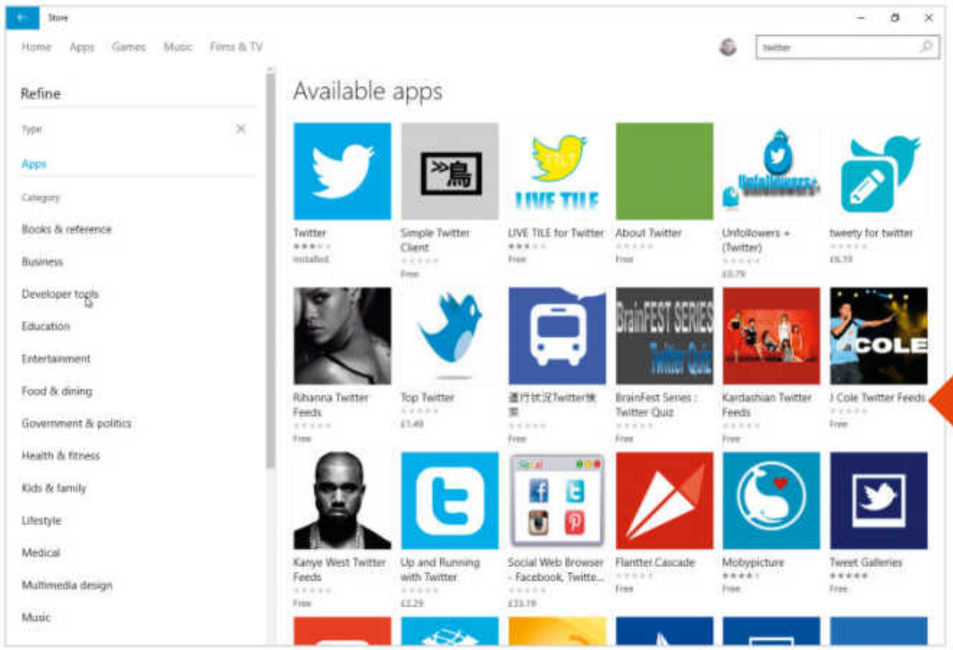
Use the Windows Store

Tap on the Store tile on the taskbar to browse, install and update apps on your Windows 10 PC or tablet

Browse apps

The front of the Store is designed to bring more relevant and popular apps and games front and centre. The first screen you see shows you various picks and suggestions for great apps, along with category shortcuts, but you can scroll down to reveal the top apps in various categories, including free (always a winner), new and rising apps. Keep scrolling to access games.



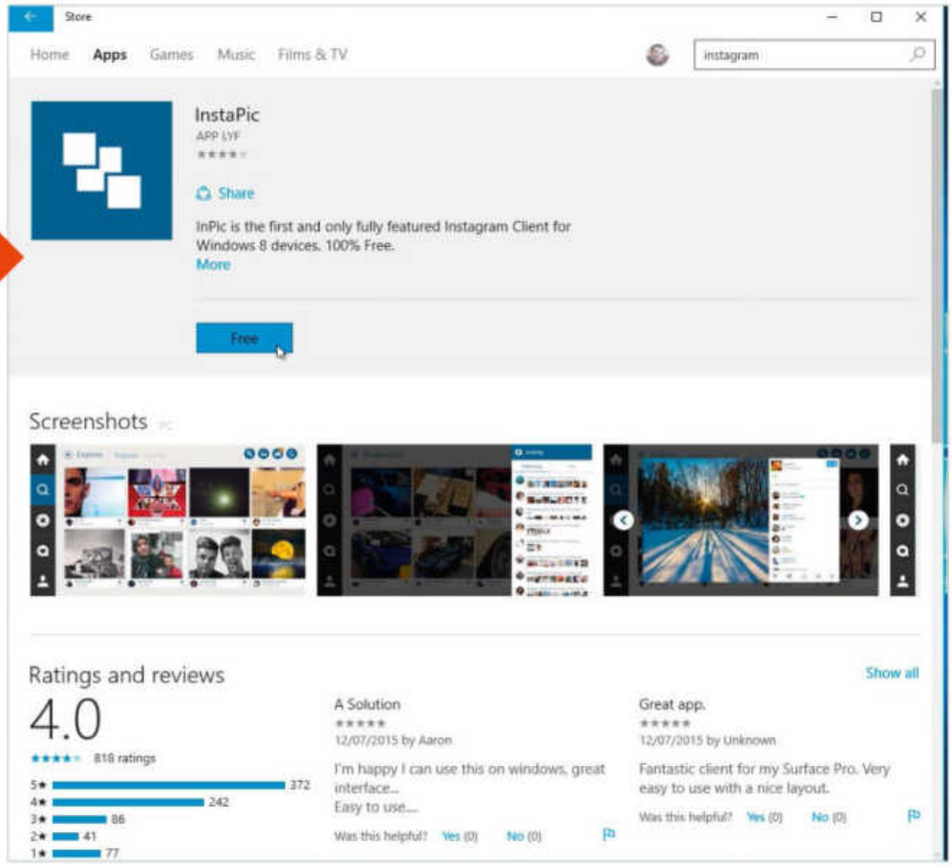


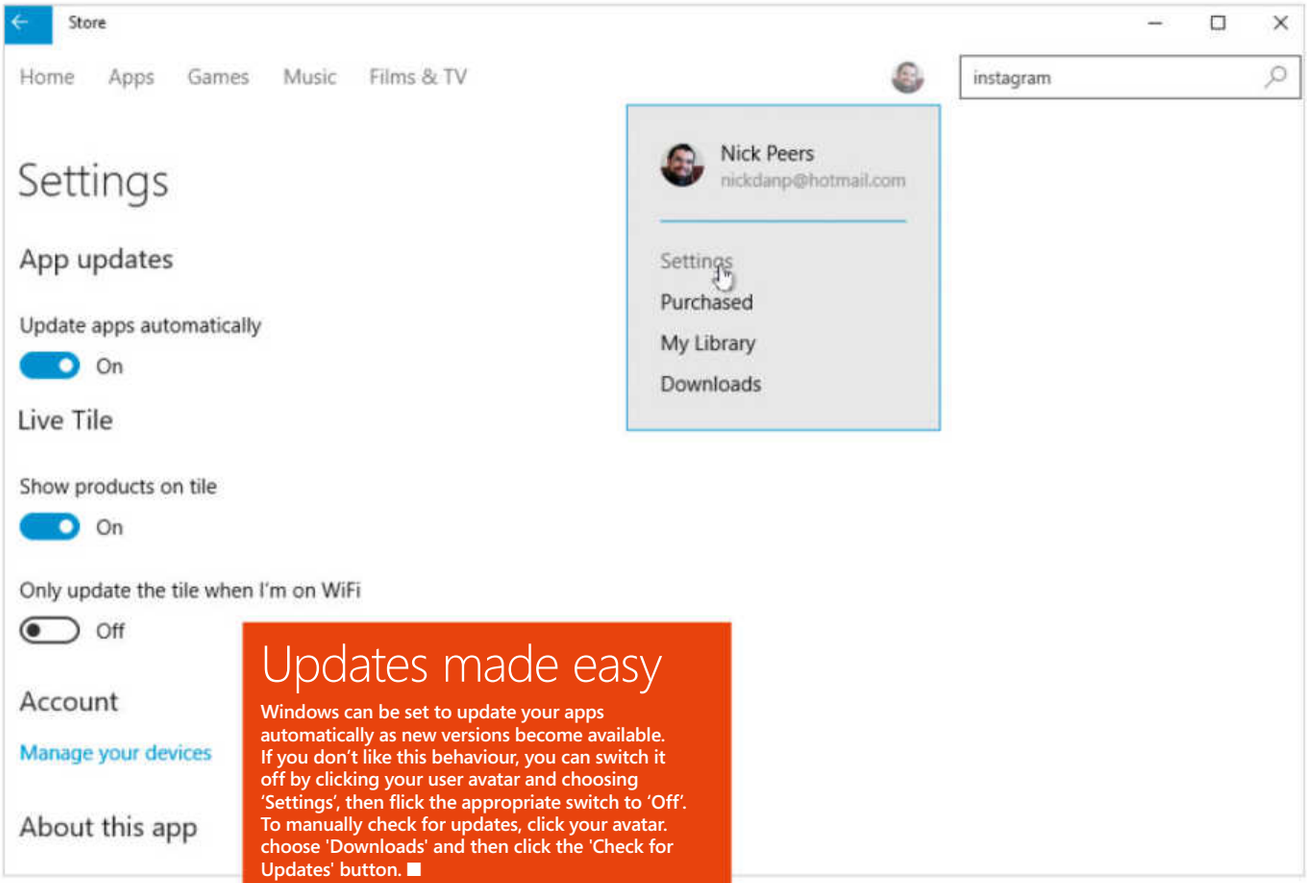
The power of search

It's easy to find an app you've heard about. Just tap, or click, in the search bar in the top right-hand corner of the Store, type in the name of the app you're looking for and hit [Enter] to view suggested results. Use the 'Refine' categories on the left to narrow your search by content type, or click 'Show all' next to Apps or Games to view all matches and access further filters to help refine the results further.

Installing a new app

Select an app to view its details and install it. You're rewarded with larger screenshots and easier access to ratings and reviews (just scroll down). Keep scrolling and you'll also find handy links to other titles by the same publisher, as well as a list of apps compiled by Bing that may be of interest. If the app is free then you can install straight away, if it's paid-for then you need to hit the Buy button.

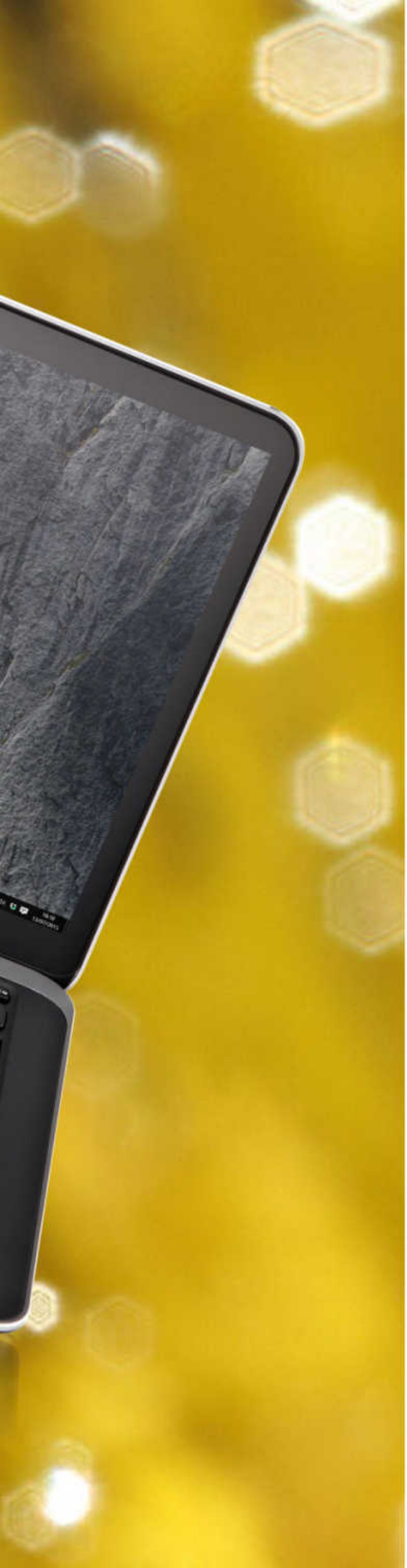




Updates made easy

Windows can be set to update your apps automatically as new versions become available. If you don't like this behaviour, you can switch it off by clicking your user avatar and choosing 'Settings', then flick the appropriate switch to 'Off'. To manually check for updates, click your avatar. choose 'Downloads' and then click the 'Check for Updates' button. ■

XPS



WINDOWS 10
BEYOND THE MANUAL

Customise

Make Windows 10 dance to your tune with these great tips

88 **Personalise your PC**
Customise virtually every aspect of your Windows 10 experience

92 **100 power tips for Windows 10**
Expert help and advice for you to get more from your system

104 **Use File Explorer**
Master the File Explorer to access everything on your PC

108 **The best free Windows 10 programs**
The 64 free programs that everyone should have installed

118 **Quickly install your favourite programs**
Install all your favourite programs with a click of a button

120 **Control your PC with Twitter**
Use Twitter to remotely get stuff done on your PC

Learn how to...

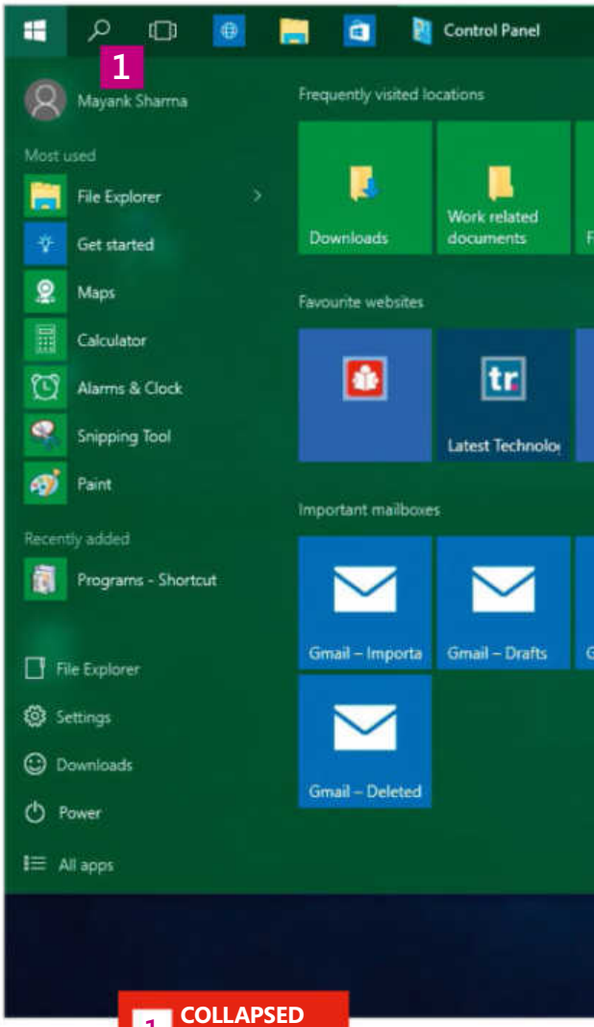
Personalise your PC

Windows 10 allows you to customise virtually every aspect of the user experience

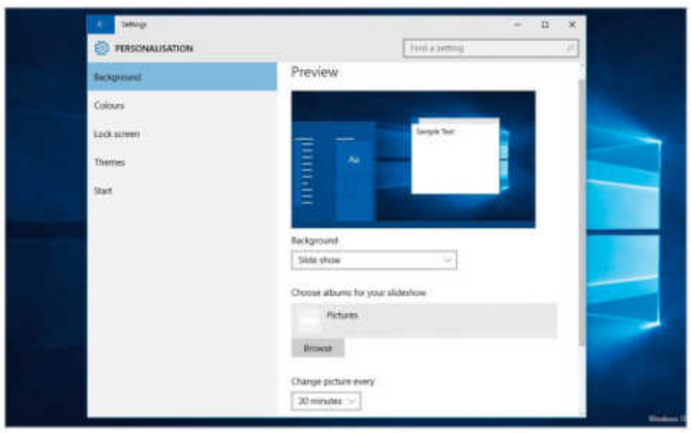
TIME TAKEN
25 minutes

Even though we have the same version of Windows, we all use our PCs differently. And since we spend so much time perched in front of our computers, it makes sense to personalise our working environment to suit us and the way we work (and play). From small tweaks that minimise eye-strain to enabling quicker access to your favourite apps across multiple desktops, the latest Windows 10 has more productivity enhancing features than previous systems.

Among the new changes, Windows 10 introduces a Personalisation section in the Settings app to let users customise various visual aspects of the desktop all from one place. What's more, nearly every new feature includes a set of tweakable options of their own. To take advantage of these enhancements, you'll just need to spend a few minutes tailoring the features to work for you. Let's get started!

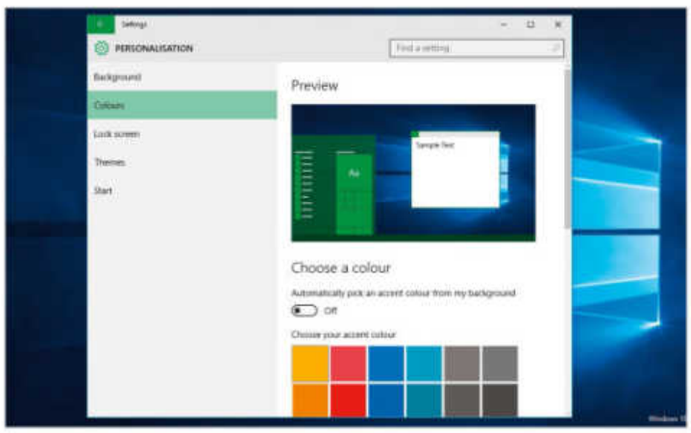


1 COLLAPSED SEARCH BAR
The Cortana-powered Search bar is collapsed and replaced with an icon to make room for labels on the taskbar.



1 Background slideshow

You can replace the desktop wallpaper with a slideshow and cycle through the images as you can with a screensaver. Head to 'Start > Settings > Personalisation > Background' and use the Background menu to select the 'Slideshow' option. Click 'Browse' and select the album you want. Windows will now cycle through the images in the album for the defined duration.



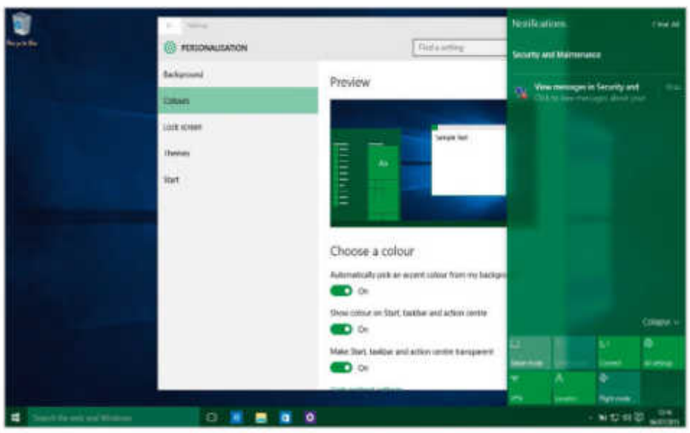
2 Change Accent colour

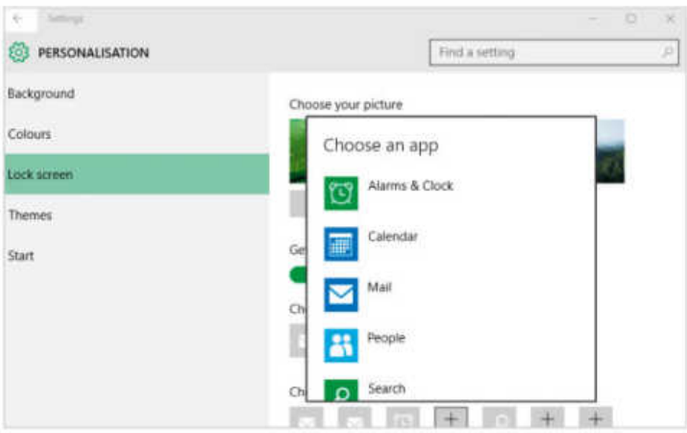
The Accent colour shows up in various places around the Windows desktop and on elements, such as the radio buttons. Windows will pick an accent colour to match the wallpaper, but you can also pick one manually. Go to 'Start > Settings > Personalisation > Colours' and set the 'Automatically Pick an accent colour' option to 'Off'. This brings up a palette for you to choose a colour from.

2 REPOSITIONED TASKBAR
The taskbar is placed at the top and wears a custom accent colour.

3 FULL SCREEN START MENU
The Start menu has been resized to make space for several custom tiles that are arranged in custom groups.

4 QUICK ACTIONS
The quick action icons have been rearranged to better suit our requirements.



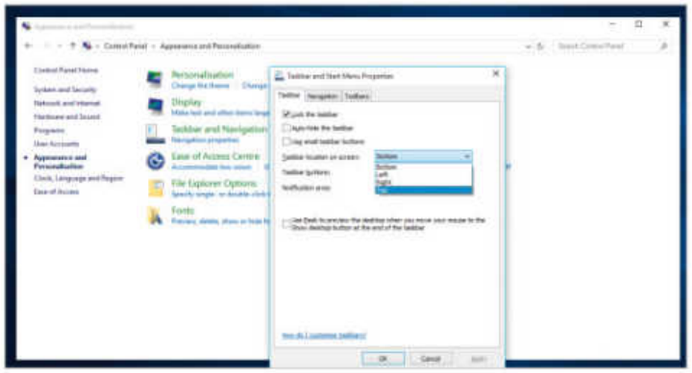


3 Colourise the Start menu

The Start menu (and taskbar and notification center) is black and grey by default. While it matches the default colour scheme, it still appears at odds when you select a custom accent colour. To apply the accent colour to the Start menu, visit 'Start > Settings > Personalisation > Colours' and toggle the 'Show colour on Start, taskbar and action center' option to 'On'.

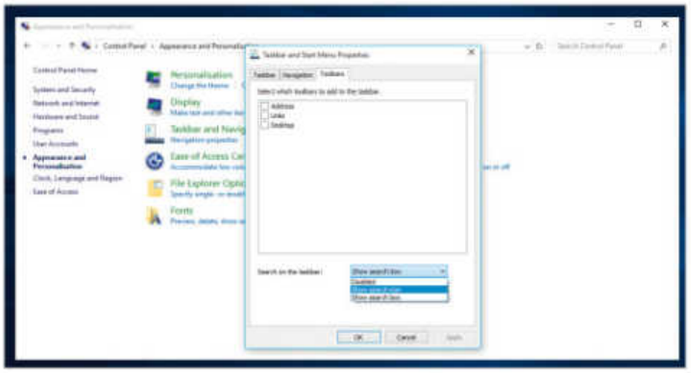
4 Add apps to the lock screen

You can view notifications from various apps by adding them to the lock screen. Navigate to 'Start > Settings > Personalisation > Lock' screen and scroll down to the 'Choose apps to show quick status' section. Click on any of the grey boxes and pick an app from the list to view their status on the lock screen. However, bear in mind these lock screen badges drain your laptop's battery while fetching data.



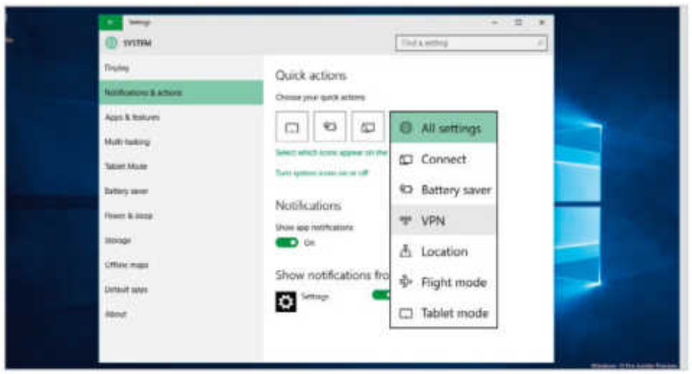
5 Move the taskbar

By default, the taskbar is at the bottom of the screen but you can place it on the other edges as well. Head to 'Start > Control Panel > Appearance and Personalisation > Taskbar and Navigation'. This brings up the Taskbar and Start Menu Properties window. Here you can use the 'Taskbar location on screen' menu to select a position.



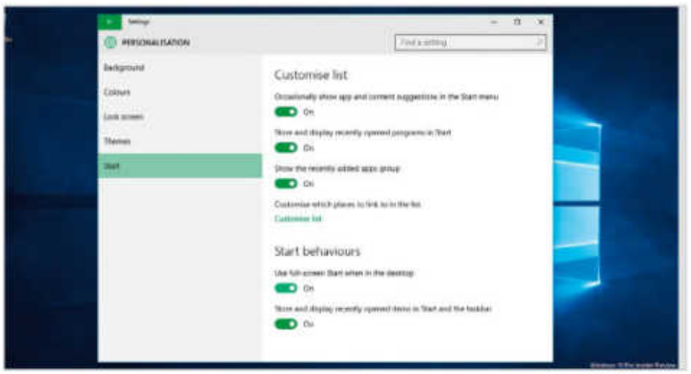
6 Customise the taskbar

To tweak the behaviour of the taskbar, visit 'Start > Control Panel > Appearance and Personalisation > Taskbar and Navigation'. From the 'Taskbar and Start Menu Properties' window, toggle the 'Auto-hide the taskbar' option to gain extra space. To make space on the taskbar, switch to the Toolbar tab and use the Search on the taskbar drop-down menu to replace the search bar with an icon.



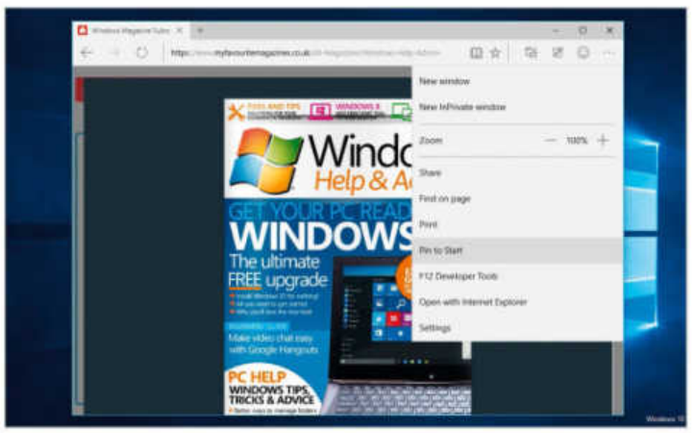
7 Change quick action icons

You might not have much use for the default quick action icons available in the Notification Center. To customise what quick action icons are displayed in the Center, head to 'Start > Settings > System > Notification & actions'. In the 'Quick Actions' section on the right, click on any of the four icons and select from any of the six other available options from the drop-down list.



8 Resize Start

You can also resize the Start menu as you would any other window. Just grab an edge and drag it to size. However, you can't drag diagonally, only up or down to make it taller or wider. If you want the Start Menu stretched across the desktop, go to 'Start > Settings > Personalisation > Start' and switch on the 'Use full-screen Start when in the desktop' option.



9 Pin items on Start

You can now pin items on the Start Menu. From the Edge web browser, click the 'More actions' button and select 'Pin to Start' to pin websites. Similarly, from the Mail app, right-click on any folder and select 'Pin to Start' to add a tile for the mail folder. You can also add a tile for any app, folder and executable file to the Start menu by right-clicking and selecting the 'Pin to Start' option.

10 Display Jump Lists

See a list of frequently used apps in the Start Menu. Together with jump lists you can save time by quickly opening the files you were working with. To enable jump lists for most-used apps, launch regedit and head to HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Explorer\Advanced and create a new DWORD named EnableXamlJumpView. Set its value to 1 and restart the computer. ■

Future

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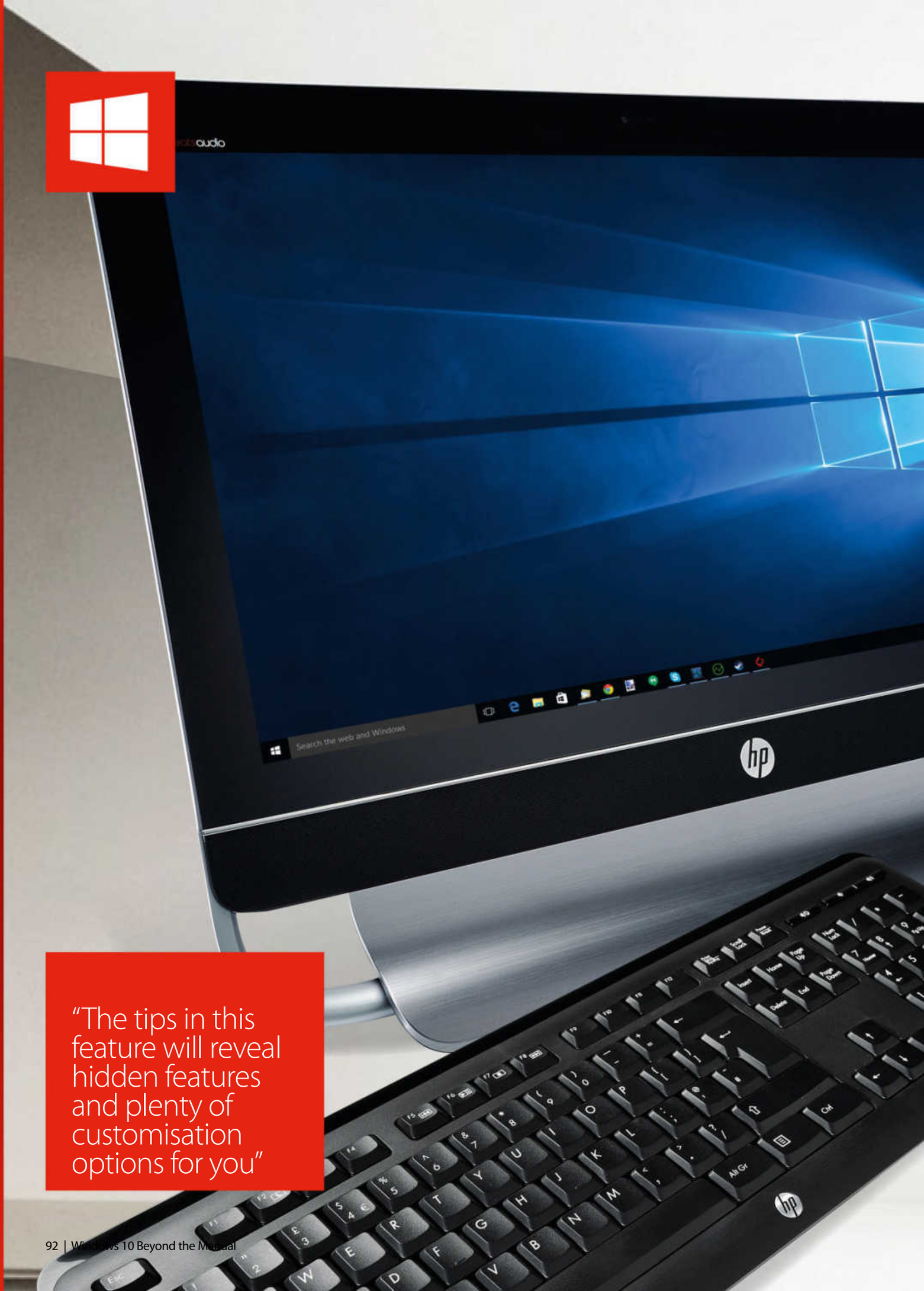


"The tips in this feature will reveal hidden features and plenty of customisation options for you"

100 power tips for Windows 10

Mayank Sharma offers all the expert help and advice you need to get more from your brand-new system

With Windows 10, Microsoft aims to combine the trustworthy features of Windows 7 with the revolutionary elements of Windows 8. What's more, users were given the chance to track the development of the OS with regular previews and then pass their feedback on to Microsoft.

There are many new features with Windows 10, but we also see the return of some old favourites, including the Start menu and Backup. Look out for tips throughout the next few pages on all of these!

Elsewhere, Microsoft has stressed it hasn't given up on the touch interface it introduced in Windows 8. But thanks to its commitment to the good old-fashioned keyboard and mouse, Windows 10 makes as much sense on the desktop as it does on touch-based devices.

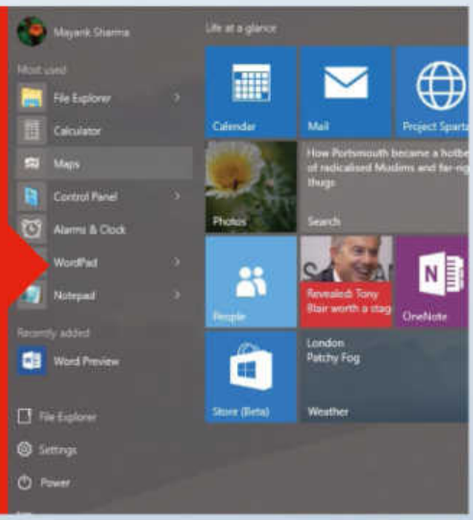
In essence, Windows 10 looks, feels and works like a polished version of Windows 7. Microsoft has also managed to shed some of the universally panned features of Windows 8, such as the (ironically named) Charms bar, plus it's made the useful ones more customisable. The release also feature new Universal apps with the ability to go full screen. Overcoming the shortcomings of their earlier incarnations, these apps now function consistently even between different devices.

While Windows 10 is easily the best version of Windows yet, there are still plenty of hints and tips we can give you to make it even better. In fact, we've got 100 on offer over the next few pages, so get ready to take Windows 10 to a whole new level with our essential power tips!

Start menu

1 Start Me Up

Press the Windows key to bring up the Start menu! This latest version of the menu offers the features of Windows 8 with the familiarity of Windows 7.



2 View All Apps

By default, the Start menu displays a list of the most-used apps and you'll have to click the 'All apps' icon at the bottom, just above the Start button, to bring up a list of all the installed applications on the computer.

3 Quick navigation

To avoid scrolling through the alphabetical list of apps, click on All Apps, then any letter. You can now click on any of the letters that appear and go straight to apps starting with that letter.

4 Add Libraries to the Start Menu

By default, the Start menu currently only displays links to the Settings app and File Explorer. To display Libraries in the Start menu, head to 'Start > Settings > Personalization > Start' and click on the 'Customise list' link.

5 Resize the Start menu

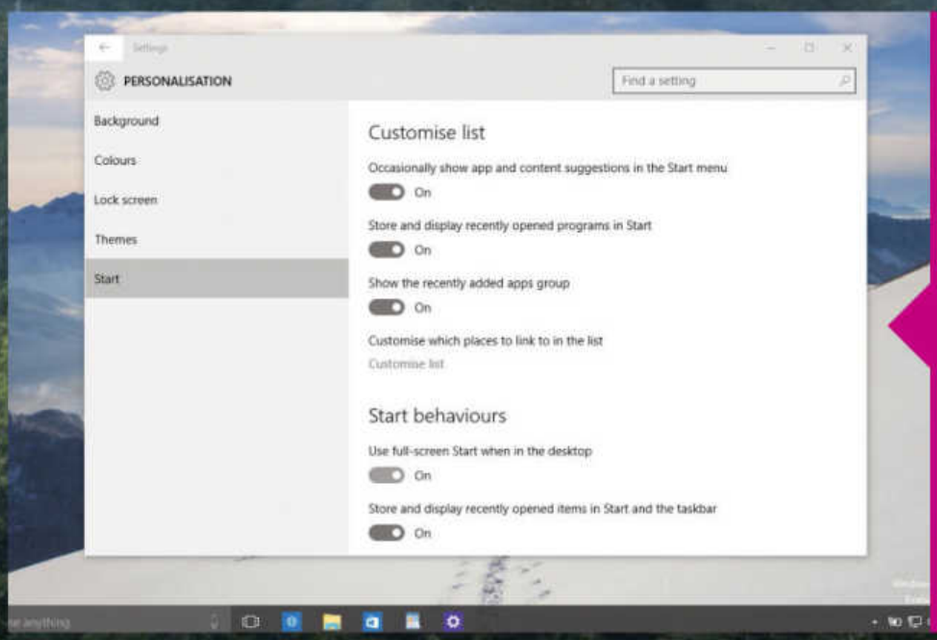
You can manually resize the Start menu as you would any other window. Just grab an edge and drag it to the new size. However, you can only resize up or down to make it taller or wider, rather than dragging diagonally.

6 Rearrange and resize tiles

You can move tiles around the Start menu in Windows 10 in pretty much the same way you could in Windows 8.1. Just click, hold and drag. You can also resize the tiles in one of the four preset sizes: small, medium, wide and large.

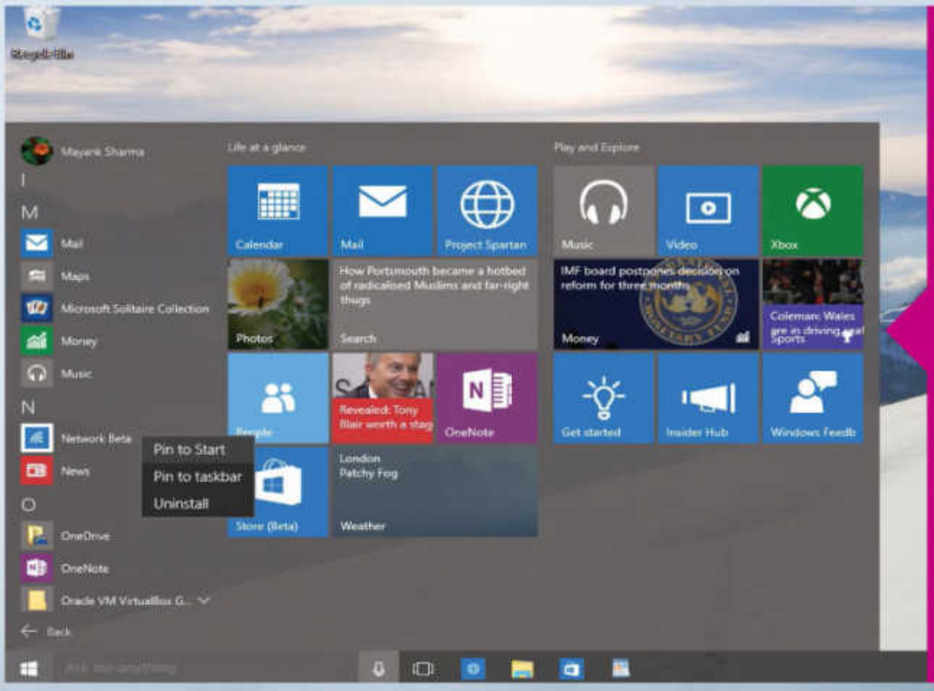
7 Name tile groups

By default, the Start menu arranges tiles inside two groups. Click on their names to rename them. If you've pinned tiles of your own, hover over the area above them and click on the two parallel lines to name the group.



8 Expand the Start menu to full-screen

If you need more space to pin more items to the Start menu, you can make it stretch across the entire screen. Go to 'Start > Settings > Personalisation > Start'. You can now select the 'Use full-screen Start when in the desktop' option.



9 Add your Apps/Folders to Tiles

Right-click on any folder and select the 'Pin to Start' option to create a tile for it in the Start menu. You can also do the same for any app listed under the 'All apps' menu.

10 Change names and icons of Start menu tiles

Right-click on a tile and select the 'Open file location' option. This will open the Programs folder. Press [F2] to rename the shortcut. To change its icon, right-click on the shortcut and head to 'Properties > Change' Icon.

11 Turn off Live Tiles

If you're distracted by the constant updates and changes in the tiles, you can turn this off. Just right-click on the tile and select 'Turn live tile off'.

12 Hide recently opened programs

If you don't want the Start Menu to show your recently opened programs and files, head to 'Settings > Personalisation > Start' and uncheck the 'Store and display recently opened programs in the Start Menu' option.

13 Colour the Start Menu

To colour the Start Menu, head to 'Start > Settings > Personalisation > Colours' and toggle the 'Show colour in Start, taskbar and action centre' option.

14 Change the background colour

The Start Menu takes its background color from the current Windows theme. To pick your own colour, go to 'Start > Settings > Personalisation > Colours' and disable the 'Automatically pick an accent colour from my background' option. You can now pick your own accent colour from a palette.

15 Prevent an app showing in the Recently Used list

The Start Menu is auto-populated with the apps you use most often. To prevent an app from ever showing up in this list despite how frequently you use it, right-click and select 'Don't show in this list'.

16 Use the Start Menu to uninstall PC apps

Right-click on any app in your PC's Start menu, then select the 'Uninstall' option from the pop-up menu to remove the app.

17 Run installed apps as an administrator

To run installed apps with more control, right-click on them and select the 'Run as administrator' option. However, note that this option isn't available for all apps.

18 Pin Control Panel applets

Right-click the Start button and choose Control Panel. Navigate to any of the applets in Settings and then just drag it onto your desktop. Now right-click on the icon and choose Pin to Start to make it show up as a tile.

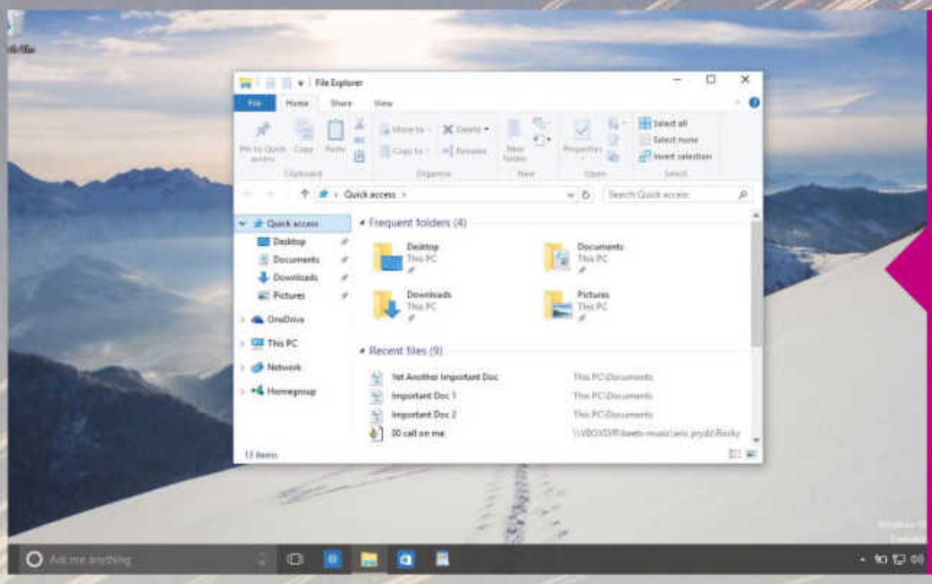
19 Sign out of Windows

If you need to sign in as another user bring up the Start menu and click on your name, which is displayed at the top. This brings up a menu that includes the option to sign out and then back in again as another user.

20 Remove live tiles

For a classic-looking Start menu you can remove the tiles on the right-hand side of it. However, there is no shortcut for this, so you'll have to manually right-click on every title and select the 'Unpin from Start' option.

Windows Desktop and File Explorer



21 New Quick Access view

Windows 10 expands on the Favorites feature previously found in File Explorer. This allowed users to pin their folders, but now it also tracks them and automatically shows, in the Quick Access view, the folders you visit frequently.

22 New app switcher

Press [Alt]+[Tab] to switch between open windows and apps. You'll see thumbnails of programs that are running – cycle through them using the tab key.

23 Multiple interfaces

Windows 10 automatically changes the interface based on the type of device you're using, thanks to Continuum. Furthermore, Windows 10 detects screen size and tailors the display accordingly.

24 Swipe menu

In Tablet mode, swipe from the top edge to open up any app commands (just like you could on Windows 8.1).

25 Pin folders

You can manually pin folders for quick access. Just right-click on any folder, and choose 'Pin to Quick access'. To remove a folder from Quick Access right-click and choose 'Unpin from Quick access'.

26 Reorder pinned folders

To change the order in which folders are listed in the Quick Access view, simply select a folder and drag it above or below the other listed folders.

27 Turn off Quick Access View

Open File Explorer, then select 'View > Options from the Ribbon'. In the 'Folder Options' window click the 'Open File Explorer to' drop-down menu at the top and select the 'This PC' option.

28 Shake to minimise

To quickly declutter your screen you can minimise open windows except the one you're viewing. Just click, hold and shake its title bar. Repeat this action again to restore all the minimised windows.

29 Peek inside desktops

Bring up the Task View and hover over a virtual desktop to view all windows running inside it. Click on the app preview from the task view to bring that window straight to the top.

31 Move a window to another desktop

To move windows, bring up the Task View and drag an open window from the current desktop straight into the desktop you want to move it to. Alternatively, you can drag a window to the 'new desktop' button to create a new virtual desktop for the window.

32 Navigate virtual desktop with the keyboard

Keyboard users can use [Win]+[Tab] to bring up the Task View, [Win]+[Ctrl]+[D] to create a new virtual desktop and [Win]+[Ctrl] with the left or right arrow keys to switch between virtual desktops.

33 Change the position of the taskbar

Right-click on the free space in the taskbar and head to 'Properties'. Here, you can disable the 'Lock the taskbar' option and click and drag the taskbar to any corner of the screen after applying the changes.

34 Display labels in taskbar

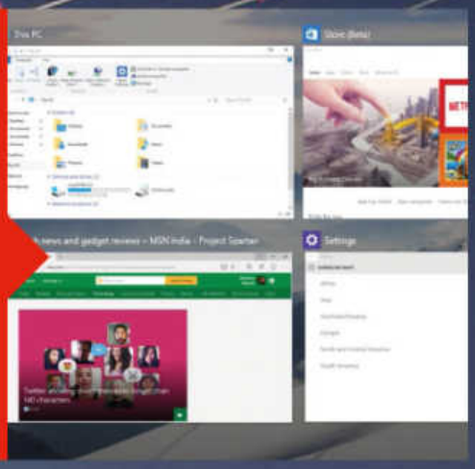
If you have a high-resolution monitor, right-click on the taskbar and go to 'Properties'. Then use the 'Taskbar buttons' menu to select the 'Combine when taskbar is full' option.

35 View apps from across desktops

By default, the taskbar displays windows and apps from the current desktop. To change this head to 'Start > Settings > System > Multi-tasking > Virtual Desktops' and select the 'All desktops' option from the drop-down menu.

30 Add Multiple Desktops

You can now add multiple virtual desktops. To do this, click the 'Task View' button on the taskbar, then click 'New desktop'. You can add as many as you like and scroll through them if they extend beyond the space on your desktop.



36 Declutter your taskbar

If you don't use virtual desktops or use the keyboard to switch between them, you can hide the Task View icon by right-clicking on the taskbar and deselecting the 'Show Task View button' option.

37 Make taskbar opaque

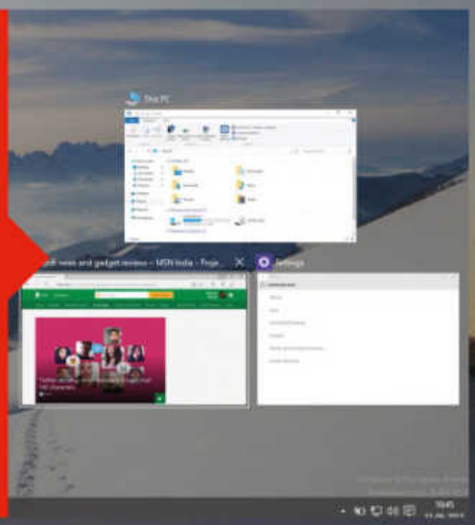
Go to 'Start > Settings > Personalisation > Colors' and disable 'Make Start, Taskbar and action centre transparent' to remove the see-through effect in favour of an opaque background for the Start menu and taskbar.

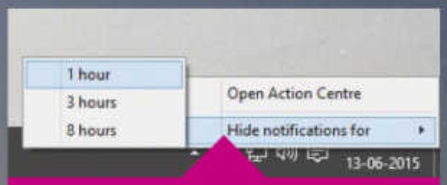
38 Put Recycle Bin on the taskbar

Instead of poking around the Explorer or minimising open windows to find the Recycle Bin icon on the Desktop, you can now right-click on the icon and pin it to the Start menu as well as the taskbar.

39 Snap windows

Windows 10 includes a Snap Assist feature that lets you snap two chosen windows side by side. Also, to snap a window to a quarter-size of the monitor, just drag it to a corner.





40 Disable Notifications temporarily

Avoid distraction by temporarily disabling notifications from Action Center. Just right-click the Action Center icon in the taskbar and head to 'Hide notifications for' and choose between '1', '3' or '8 hours'.

Windows apps

41 Edge web browser

Windows 10 replaces Internet Explorer with a brand new browser that's written from the ground up. Edge is updated through the Windows Store and has Cortana integration built in.

42 Pin websites

You can use Edge to pin websites and webpages to the Start menu for quick access. Open the website you want to pin and click the 'More actions' button (the three dots), then select 'Pin to Start'.

43 Reading View

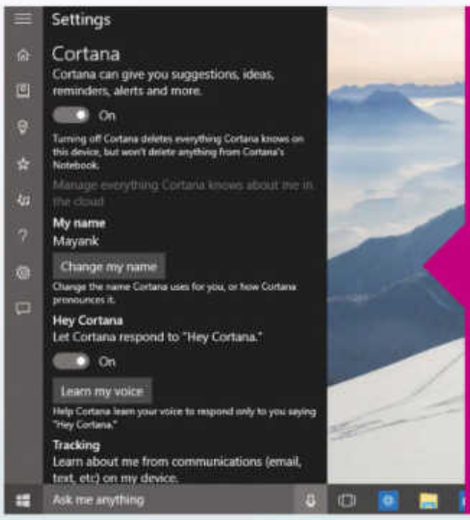
Edge has a distraction-free view for reading web pages. Switch to it by clicking on the Reading View icon (or Press [Ctrl]+[Shift]+[R]). To configure it, go to More 'Options > Settings' and scroll down to the Reading section.

44 Save web pages to read them later

To save web pages for viewing later, click the Star icon, scroll to 'Reading list' and click 'Add'. When you're ready to read, click on the Hub icon (the folder with the star) and select 'Reading list'.

45 Clear pop-up exceptions

To clear pop-up permissions for websites, head to 'More actions > Settings > Choose what to clear' under 'Clear browsing data'. Expand 'Show more' and tick the 'Pop-up exceptions' checkbox.



52 Use Cortana

To summon up Cortana, click on the Search bar in the taskbar. Or, you can use [Win]+[C] to launch its speech recognition, ask questions, set reminders and other tasks.

46 Cortana at your service

One of the biggest additions to Windows 10 is the debut of Cortana, which is built straight into the desktop and sits in the taskbar. Cortana shows up as circles that pulse or spin when activated.

47 Hey, Cortana

To enable voice activation for Cortana , click on the search box in the taskbar and click on the menu icon in the top-left corner. Now choose 'Settings' and then enable the 'Let Cortana respond when you say "Hey Cortana"' option.

48 Train Cortana to respond to your voice

You can teach Cortana to only respond to your voice. Click the Search icon and go to 'Settings' (the gear icon) and click the 'Learn my voice' button.

49 Play music across devices

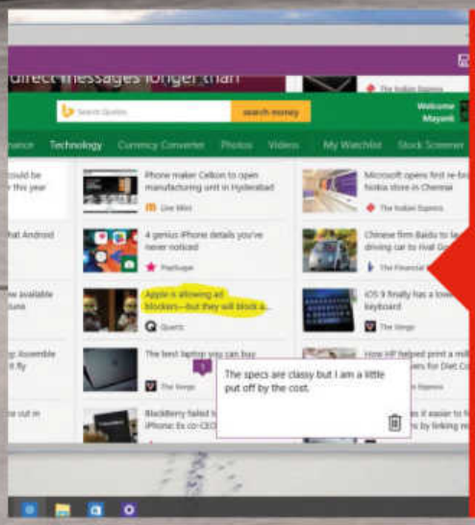
Upload your music to OneDrive either from the website or by copying them into the OneDrive folder. Then sign into your Groove Music app, Windows Phone or another Windows PC with the same Microsoft account and the music files will be listed in your collection.

50 Manage photos with OneDrive

If you have a large collection of images spread across devices, including iOS and Android, you can combine them via OneDrive, which will also remove any duplicates for you.

51 Disable the Photos app's auto-enhance

The Photos app is configured to auto-enhances your pictures. If you want to

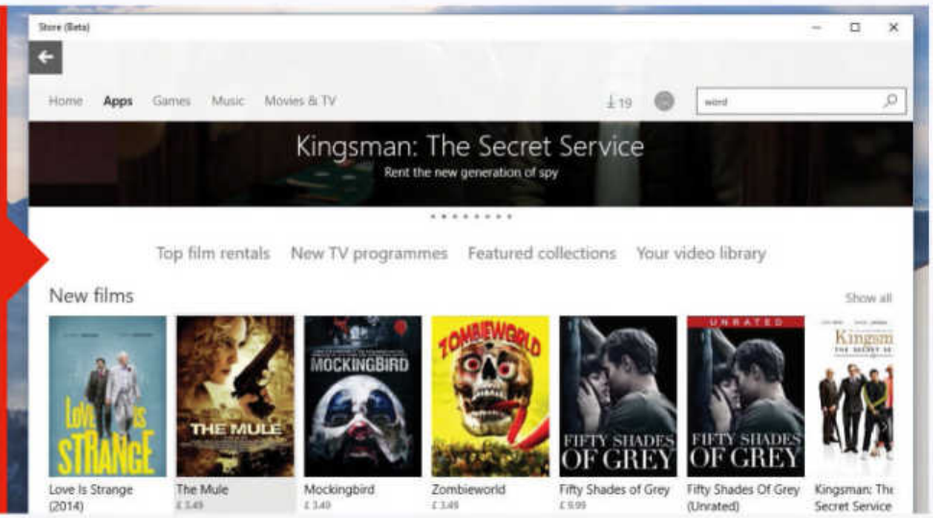


53 Draw directly on a web page

One of the most touted features of the Edge browser is its ability to let you write notes, draw doodles, and highlight text on any web page. The Web Note icon brings up a tool palette so you can scribble away on web pages.

54 Buy music and videos

The Windows Store now has a broader range on offer and, as well as apps, it also lets you shop for games, music, movies and TV shows. You can browse and purchase music from the Music page and buy and rent videos shows from the Movies & TV page.



leave your pictures as they are, open the app's Settings (the gear icon) and head to the 'Viewing & Editing' section. Here you can turn off the 'Automatically enhance your photos' option.

55 Pin email folders

Launch the Mail app and click 'More' to view all folders in your inbox. Right-click on a folder and select 'Pin to Start' to add a tile in the Start menu that takes you to this folder in the Mail app.

56 Touch-friendly Office apps

Until they are released later in the year you can test the beta previews of Word, Excel, and PowerPoint for free. These universal Office apps are optimised for touch and mobile use (without keyboard or mouse).

57 Seamlessly integrate with Google Calendar

The new Calendar app also has support for Google Calendar. To pull in your calendar, head to 'Start > Settings > Accounts > Add account' and select Google to connect to the service.

58 Solitaire returns!

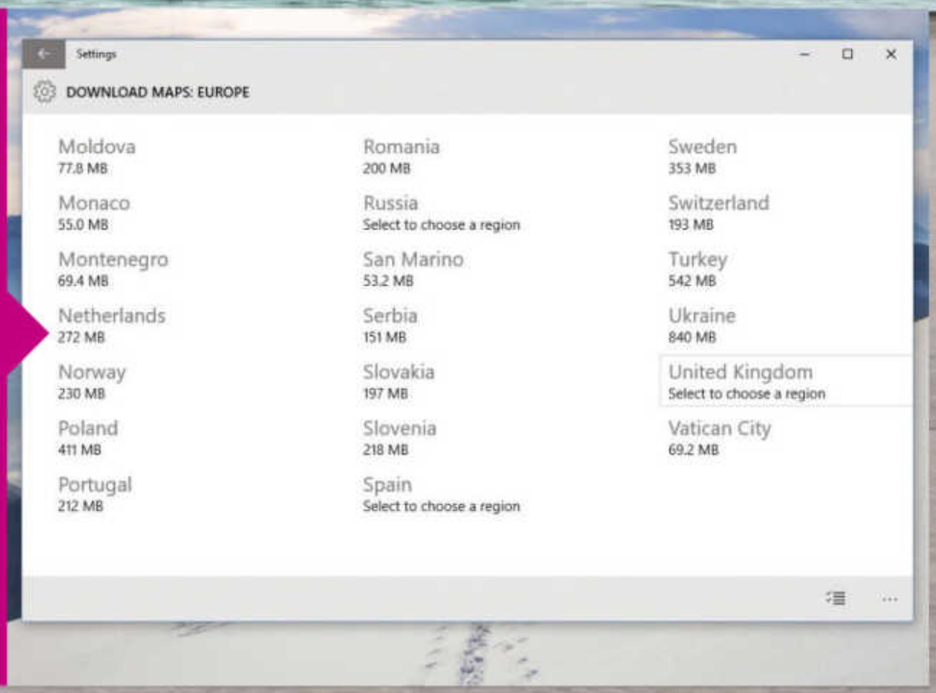
Everyone's favourite card game is back! Solitaire returns for Windows 10 after skipping Windows 8. It's now (officially) called 'Microsoft Solitaire Collection Preview' and you can find it in All Apps, or just ask Cortana to launch it.

59 Support for Android and iPhone

The Phone Companion app is designed to help users sync content between their PC and mobile phones (be it Windows Phone, Android or iOS) by helping you install all the required components from the respective official app stores. See page 140 for more tips on using this app.

60 Get Maps to use offline

The Maps app includes an offline feature. Go to 'Start > Settings > System > Offline Maps' and click the 'Download Maps' button. Now drill down to the location that you need the map for.



Settings & tweaks

61 Bypass the sign-in screen

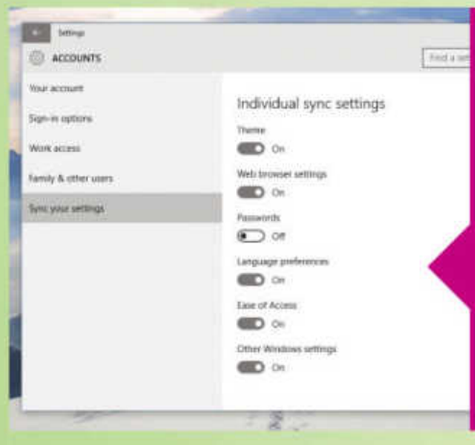
To log straight into Windows, type **netplwiz** into the Cortana search bar. This will bring up the User Accounts window. In the Users tab, deselect the 'Users must enter a username and password to use this computer' option.

62 Selectively sync folders with OneDrive

OneDrive is now more flexible and user-friendly. To customise the folders it syncs, right-click the icon in the notification area, select 'Settings', switch to the 'Choose folders' tab, and click the 'Choose folders' button, to select cloud folders that are available locally.

63 Access files remotely

Under the Settings tab, if you toggle the 'Let me use OneDrive to fetch any of my files on this PC' option, you can access your files from another computer via the OneDrive website.



66 Customise Sync settings

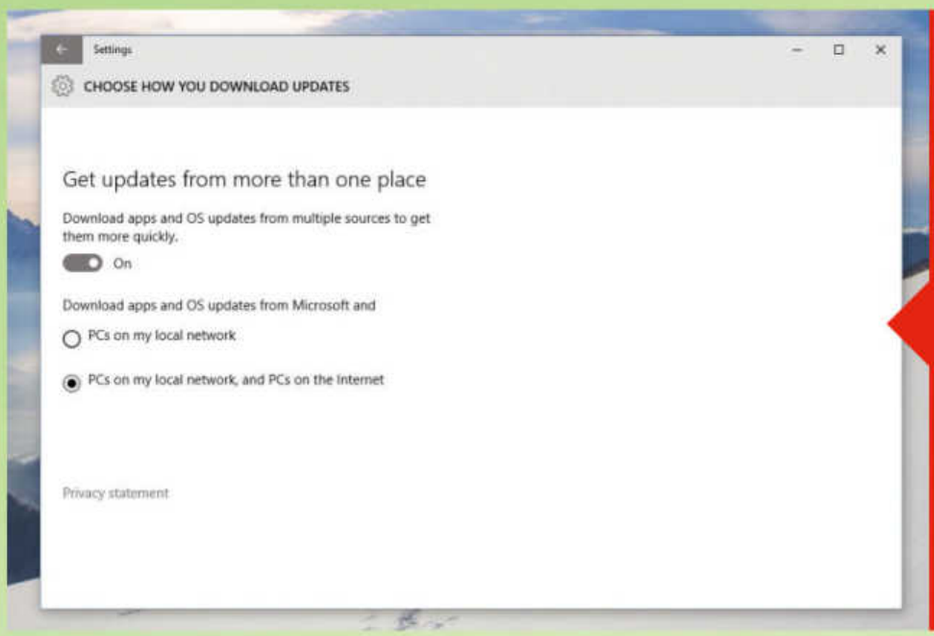
To take charge of the settings that synced from the current installation to your online account, head to 'Start > Settings > Accounts > Sync your settings' and disable any of the listed settings you don't want to sync with your Microsoft account.

64 Sign in to Tablet mode

To switch to the Tablet Mode on boot, head to 'Start > Settings > System > Tablet Mode'. Here, you can now use the 'When I Sign In' menu to make your device default to Tablet Mode by selecting the 'Immediately enter Tablet Mode'.

65 Bring the app icons Back

Tablet Mode hides the app icons in the taskbar, but you can bring them back for faster access. Right-click Tablet Mode in Action Center and click 'Go To Settings'. Here disable the 'Hide app icons on the taskbar when in Tablet Mode' option.



67 Peer-to-peer updates

Microsoft now lets you download updates using peer-to-peer technology. The option is enabled by default, but you can tinker with the setting. Head to 'Start > Settings > Update & security > Windows Update > Advanced Options > Choose how you download updates'.

68 Use Tablet mode

While Windows 10 intelligently switches between the desktop and tablet modes when you're using a 2-in-1 device, you can also manually tweak how the operating system handles Continuum. Head to 'Start > Settings > System > Tablet Mode' to manually alter its behaviour.

69 Know which apps are draining your battery

Under 'System > Battery saver > Battery use' you can check how much energy is wasted on background processes. If this number is large, you might want to examine what's starting up with Windows.

70 Extend Battery Life

Limit background activity to extend battery life, especially if the previous tip reveals a large number of things going on. Go to Start > Settings > System > Battery saver > Battery saver settings, check the box to enable the feature, and pick a percentage at which you want it to kick in.

71 Disable Taskbar search

If you don't use the Taskbar search that often and would rather preserve the space for something else, right-click the Taskbar, select 'Search', and select 'Show search icon' to replace the bar with a smaller magnifier icon, or 'Disabled' to remove it from the Taskbar entirely.

72 Change sign-in options

To switch to an alternative login mechanism, head to 'Start > Settings > Accounts > Sign-in options'. From here you can replace the password with a easier to remember four-digit PIN or a picture-password, if you prefer.

73 Hello Windows

The Hello sign-in feature logs you in without a password. It cleverly uses biometric authentication such as your face, iris or finger to know who you are. You can set it up by heading to 'Start > Settings > Accounts > Sign-in options'.

74 Customise your privacy options

Head to 'Start > Settings > Privacy'. Here you can manage general, app-specific and hardware-specific privacy options, as well as individually define which apps can access the connected hardware.

75 Brainwash Cortana

To reset Cortana, head to 'Cortana > Settings' and click the 'Manage everything Cortana knows about me in the cloud'. Click 'Clear' to wipe everything Cortana has stored about you on Microsoft's servers.

76 Display a Login message

Type **secpol.msc** in the Run windows and then navigate to 'Local Policies > Security Options'. Next, find the options labelled 'Interactive Logon: Message title for users attempting to log on' as well as 'Interactive Logon: Message text for users attempting to log on'. Right-click on each of these, then select 'Properties' and type in your message.

77 Change Notification Center icons

To customise the quick action icons that are displayed in the Notification Center, head over to 'Start > Settings > System > Notification & actions' and then click on the four icons displayed to select a different icon from a drop-down list.

78 Change your computer name

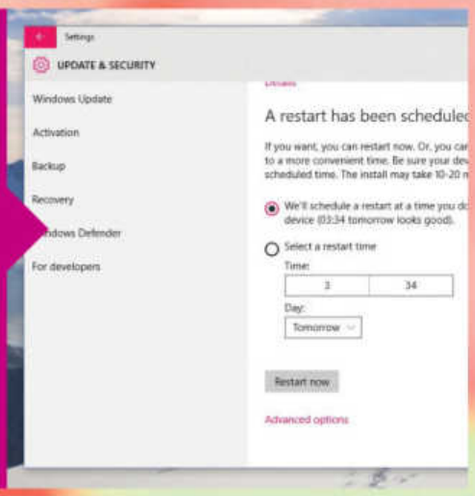
Head to 'Start > Settings > System > About' and click the 'Rename PC' button. You'll have to restart the computer to bring this change into effect.

79 Use the Control Panel

The Control Panel contains all manner of useful solutions, but how do you get to it? Some settings under the Settings app have a 'Related settings' option that takes you to the related section under the Control Panel. You can also bring it up via the [Ctrl]+[x] menu.

80 Schedule restarts

To restart the PC to install updates at chosen times, head to 'Start > Settings > Updates and Security > Windows Update > Advanced Options'. Under the 'Choose how updates are installed' pull-down menu, select the 'Notify to schedule restart' option.



Advanced tricks

81 Improved command prompt

The oft-ignored PowerShell also gets a slew of new features to make it more user-friendly. It now supports word wrap and you can resize it, which also increases its buffer size. It also has much-improved keyboard controls for editing and selection.

82 Access 'GodMode'

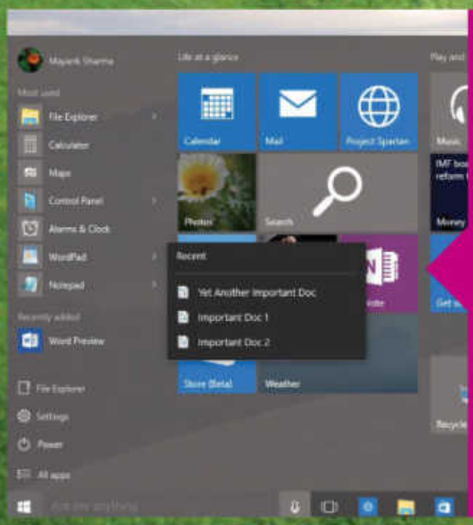
A long-time favourite of the power user, GodMode unveils a power user menu that brings together all your system's far-flung settings and configuration options into one single location. Just create a new folder and rename it to GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}

83 Get rid of old stuff

If you have no intentions of reverting to the previous version of Windows, save disk space by getting rid of the old OS files. Head to 'Control Panel > System and Security > Administrative Tools > Disk Clean-up' and tick 'Previous Windows installations' box in the list.

84 Customise the disk space for protection

To customise the disk space for protection, first launch the Control Panel and head to 'System and Security > System > System protection'. Now click on 'Configure' (under 'Protection Settings') and use the slider next to 'Max Usage' as you need to.



89 Jump Lists in Start menu

Save time by using Jump Lists with your most-used apps. In Registry Editor head to HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Explorer\Advanced and create a new DWORD named EnableXamlJumpView and set its value to 1 and then restart your PC.

85 Speed up app launches at boot

On a fast machine you can disable the app startup delay. Launch regedit and navigate to HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Explorer. Right-click Explorer, select 'New > Key', and name it 'Serialize'. Under this key, create a DWORD value called StartupDelayInMSec and set it to 0.

86 Improved Registry Editor

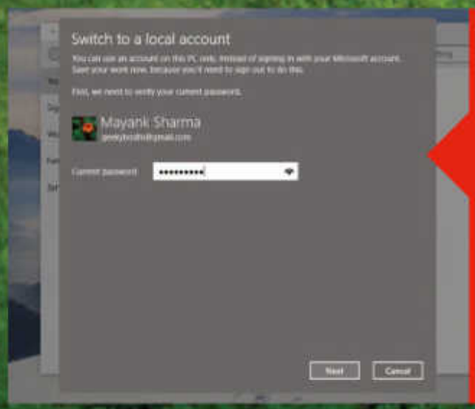
Power users rejoice! Microsoft has finally decided to spend some time improving the Registry Editor. It now lets you jump between the same entries under the HKEY_LOCAL_MACHINE and HKEY_CURRENT_USER hives using a special context-menu entry.

87 Mount ISO images

You don't need any third-party software to browse the contents of an ISO image. Right-click on it and click 'Mount'. The ISO images are mounted as virtual discs and you can access them from the File Explorer.

88 Restart Explorer

To quickly apply changes that require restarting the computer, launch the Task manager by right-clicking on the taskbar. Click the 'More Details' button and under the 'Processes' tab look for an entry named 'Windows Explorer'. Then right-click on it and select 'Restart'.



90 Create a local account

If you don't want the benefits of OneDrive synchronised account, you can create a standalone offline account. Head to 'Start > Settings > Accounts' and click the 'Sign in with a local account instead' link.

91 Choose default apps by protocol

To define default apps based on their protocols, head to 'Start > Settings > System > Default apps'. Scroll down to the bottom and click the 'Choose default applications by protocol'.

92 Create a recovery disc

Plug in a USB drive and head to 'Start > Settings' and type **recovery** in the 'Find a setting' textbox and select the 'Create a recovery drive' option. This will launch a wizard that wipes the USB drive and transforms it into a recovery drive.

93 Create a system image

Head to 'Start > Settings', type **file** in the textbox and select the 'File History' tool. Then click the 'System Image Backup' link so you can select the destination drive for storing the backup image.

94 Customise the Power User menu

To reorganise or remove entries in the Power User menu go to: C:\Users\<username>\AppData\Local\Microsoft\Windows\WinX.
Here you'll notice three folders that house entries for the Power User menu. You can move them around or remove them as per your requirements.

95 Enable the handy Administrator account

By default, the built-in Administrator account is hidden. To enable it, launch the Command Prompt as Administrator and type **net user administrator /active:yes**. Now logout to see the newly added Administrator account on the login screen.

96 Customise Automatic Maintenance

Launch the Control Panel and head to 'System and Security > Action center'. Then expand the Maintenance section and click on the 'Change maintenance settings' link and use the dropdown menu to select a convenient time.

97 Create a 'Clear Clipboard' shortcut

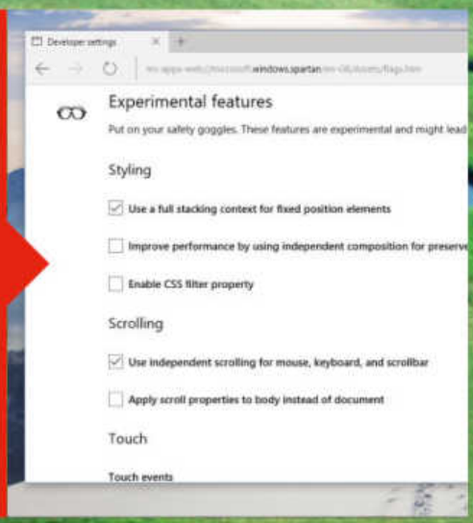
To quickly clear your clipboard, you can create a handy shortcut. Just right-click (or press and hold) on an empty area on your desktop, and click/tap on 'New' and 'Shortcut'. Copy and paste the location below into the location area, and click/tap on Next. %windir%\System32\cmd.exe /c "echo off | clip" Enter **Clear Clipboard** as the name.

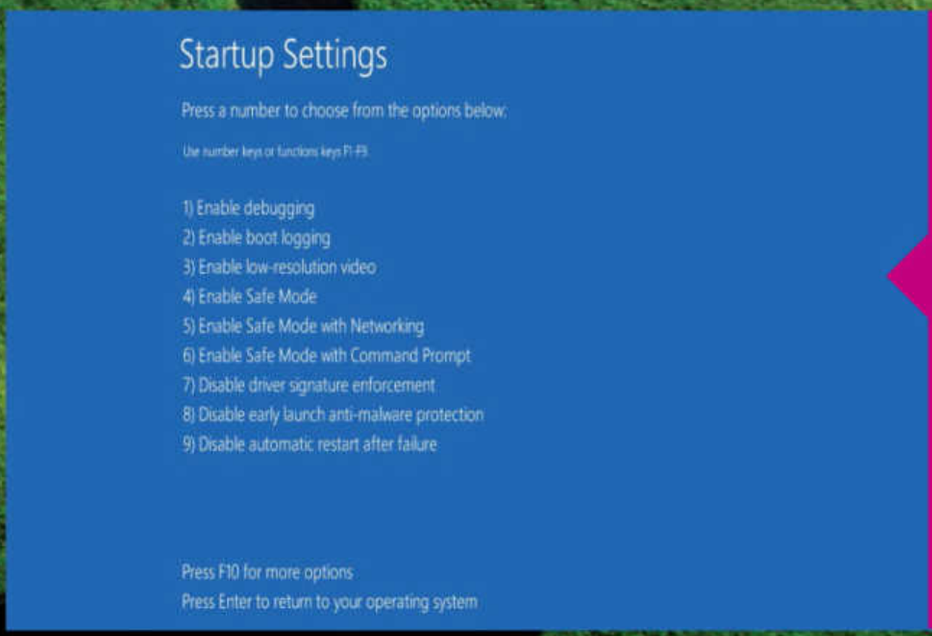
98 Stream media across the network

Go to 'Control Panel > Network and Internet > Network and Sharing Center' and click on 'Change advance sharing settings'. Then go to 'All Network' section and click the 'Choose media streaming options' link and turn on media sharing.

99 Experiment with features in Edge

The Edge browser ships with several experimental features that are still under development. If you're feeling adventurous you can enable these by typing about:flags in the address bar to bring up a list of experimental features.





100 Start in Safe Mode

Hold the [Shift] key down and click on Restart. In the Advanced Startup screen, go to 'Troubleshoot > Advanced options > Startup Settings' and click on 'Restart'. When your computer restarts you'll see a list of options that includes Safe Mode. ■

Learn how to...

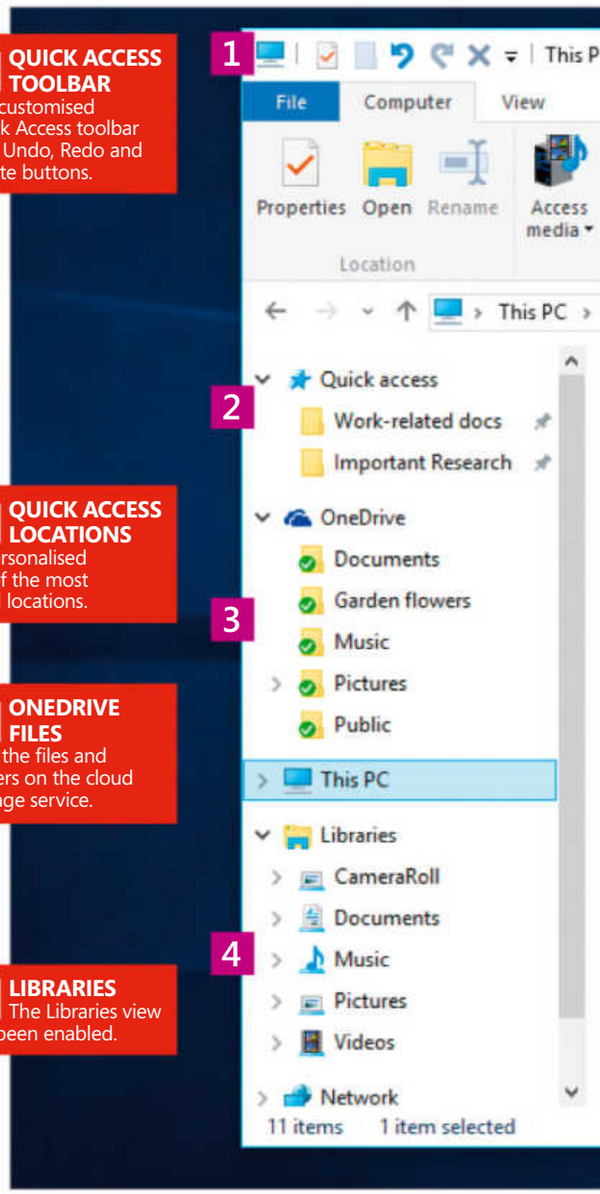
Use File Explorer

Master the File Explorer to access the different types of content on your PC

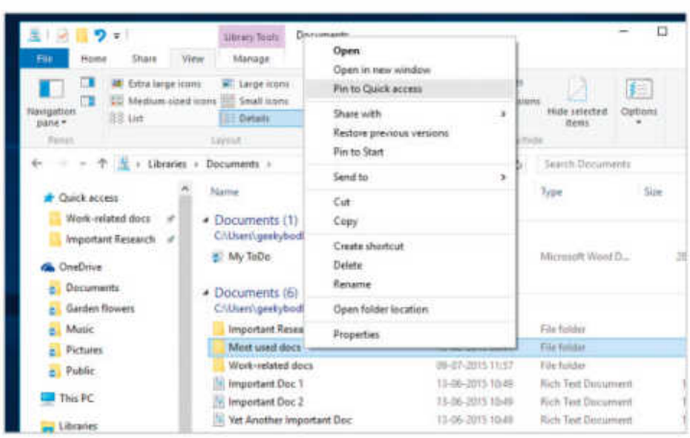
TIME TAKEN
25 minutes

Windows 10's File Explorer used to be known as Windows Explorer in earlier versions of the operating system, and as with previous versions, it's still the main tool you use to navigate your PC. File Explorer is easily accessible from the taskbar on the Windows desktop and is intuitive to use. File Explorer helps you find, organise, share and work with documents, media files and documents that you have archived or are currently using. Furthermore, in addition to locally available data, it can also access data stored on other computers in your home network thanks to WorkGroups.

The File Explorer window is divided into different panes, with a Navigation pane for locating folders on the left, while their contents are displayed on the right-hand side. Once you've selected your files, you can then use the various tools built into File Explorer to manage them. Read on to find out more.

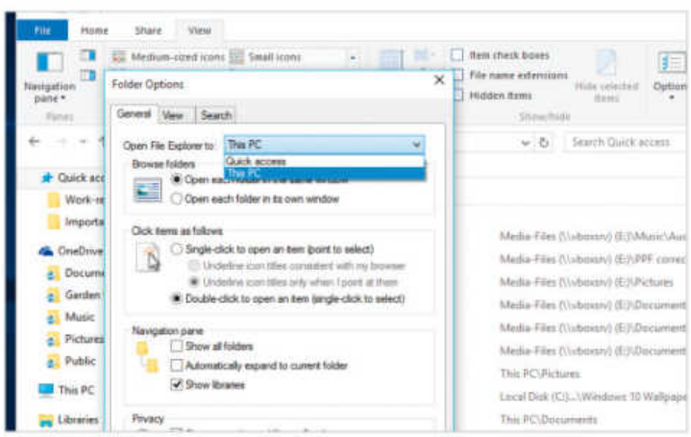


Handle files efficiently



1 Customise Quick Access

The default view of the Windows 10 File Manager is called Quick Access and it displays a list of recently accessed files and frequently visited folders. Although Windows populates this view automatically, you can manually add files or folders by right-clicking on them and selecting 'Pin to Quick Access' from the context menu. You can also drag and drop a file to the Quick Access folder.



2 Change default view

If you want a more traditional overview of your PC when you launch File Explorer, change it to land on the 'This PC' view. Open File Explorer, switch to the View tab and click 'Options'. Use the drop-down menu at the top of the Folder Options window to replace Quick Access with 'This PC'. If you have File Explorer open to 'This PC', you'll still see the Quick Access folder in the sidebar.

Jargon buster!

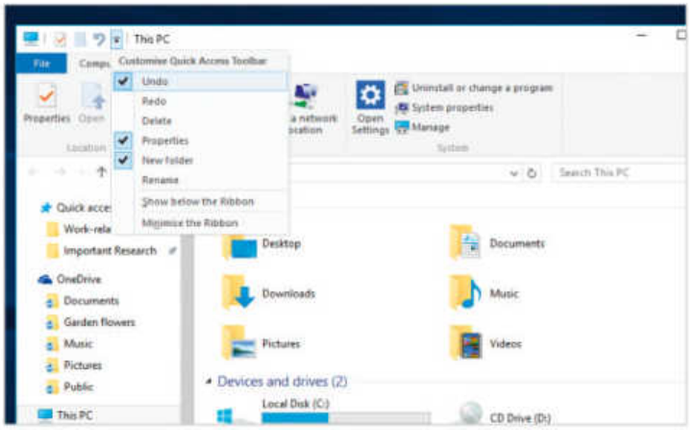
ISO images
A special type of file that's an identical image of an optical disc.

OneDrive
This is Microsoft's file hosting and cloud storage service that offers 15 GB of free space.

Universal Apps
The new Windows 10 apps that can be purchased ones and installed across devices.

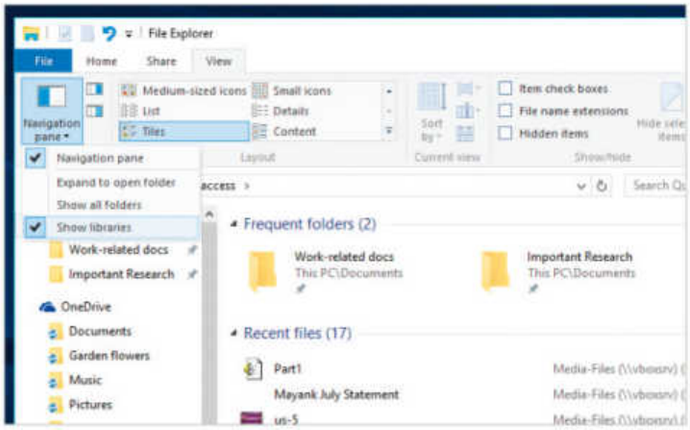
5 CONTEXT-AWARE RIBBON
The content of this area varies depending on your location and the selected item.

6 NETWORK LOCATIONS
The E, F and G drives are mapped to folders on other computers in the network.



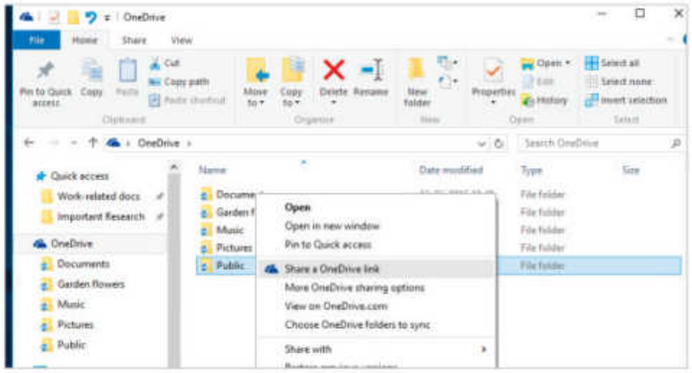
3 Customise Quick Access Toolbar

An often-overlooked feature of the File Explorer is the Quick Access toolbar at the top of the window. The toolbar holds buttons for you to perform common operations (which are also rolled into the right-click context menu). By default, the toolbar lists options to create a new folder and display a folder's properties. Click on the reverse eject icon in the toolbar to reveal the other options.



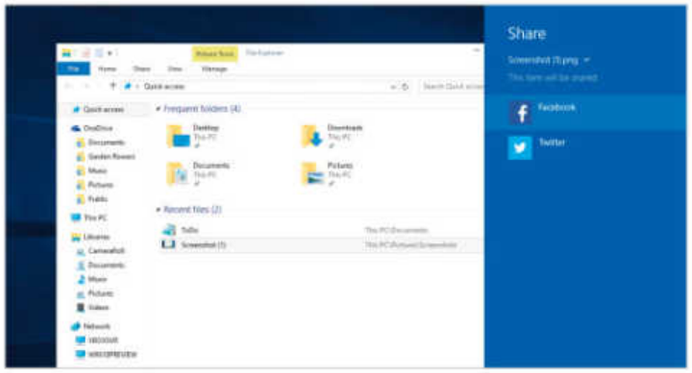
4 View Libraries

The Windows Libraries virtual folders makes it easy to access files that are scattered across the disk. However, they are turned off by default in the File Explorer in Windows 10. To enable them, switch to the View tab, click on the Navigation pane's drop-down menu and select 'Show libraries'. Once enabled, the File Explorer will let you access the virtual libraries from the Navigation pane on the left.



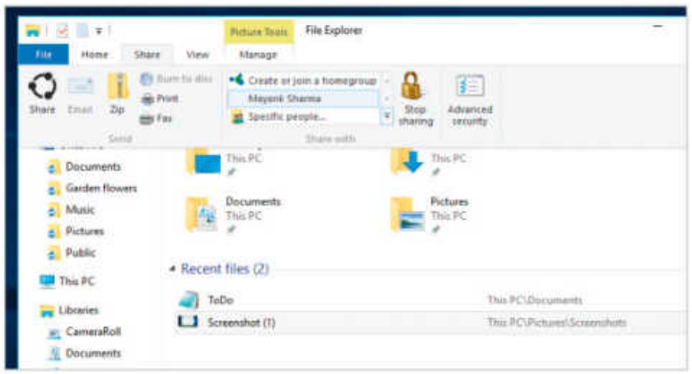
5 Access OneDrive

You can access files on OneDrive from within File Explorer. If you've signed into Windows 10 with your Microsoft account simply hop over the OneDrive entry in the Navigation menu to view the contents of your cloud drive. To save files directly to your OneDrive account, just copy and paste them into the OneDrive folder or choose OneDrive as the save location within any application.



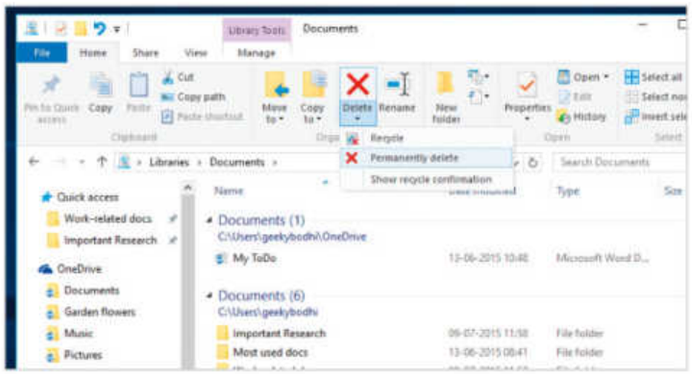
6 Share files

One of the best features of File Explorer in Windows 10 is the ease with which you can share files. Select a file, such as an image file, and then navigate to the Share tab and click on 'Share'. This brings up a list of installed apps, such as Facebook and Twitter that share files. This list will automatically be updated as you install more Universal apps that support the ability to share files.



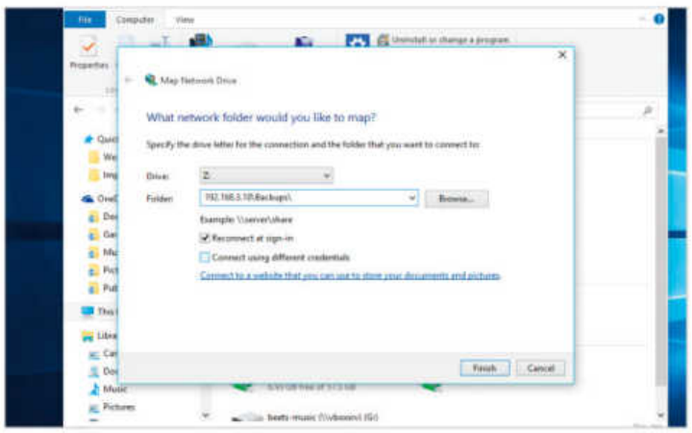
7 More Share options

The Share tab in File Explorer includes other ways to share files. Click 'Email' to open the installed email app and add a file as an attachment. You can also share files over your network using other options under the Share tab (these will vary depending on the kind of network you're connected to). Use any of the Homegroup options to share with members of your Homegroup.



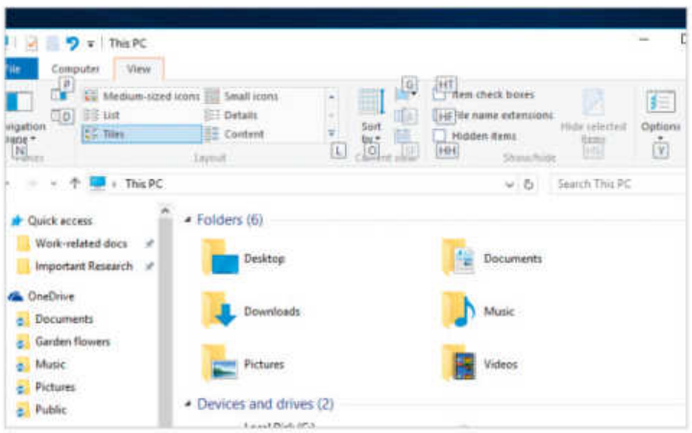
8 Permanently delete files

When you delete a file, it isn't actually wiped off your disk and software exists that can recover such files. While this is helpful for accidental deletions, it's also a cause for concern. The Windows 10 File Explorer includes an option to ensure deleted files are irrecoverable. Head to the Home tab, bring up the 'Delete' drop-down menu and select the 'Permanently Delete' option.



9 Map a Network drive

If you work with files that are kept on a remote computer, File Explorer will help you access these as if they were folders on your local machine. Head to the Home tab, bring up the 'Easy Access' drop-down menu and select the 'Map as drive' option. Now pick a drive letter for accessing the shared folder and type in the path to the folder on the remote computer.



10 Use keyboard overlays

If you want to ditch the mouse and interact with the Windows 10 File Explorer from the keyboard, press [Alt] with the File Explorer window in the foreground and Windows will overlay different sections and tabs with keys. Press a listed key to move into a section and Windows will redraw the keys for the relevant subsection. Press the [Esc] key to head back to the previous section. ■

T3

HELPING YOU MAKE THE MOST OF LIFE IN TODAY'S CONNECTED WORLD

ONLINE • PRINT • TABLET

AUDIO TECHNICA ATH-MSR7
Escape to a world of high resolution audio

SAMSUNG JS9000
Relax with the latest home entertainment

CARL ZEISS VR
Embrace a new era of virtual reality gaming

SONY XPERIA Z3
Putting you in control of your life and home

APPLE WATCH
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THE BEST FREE WINDOWS 10 PROGRAMS

The 64 free programs that every user should have installed on their Windows 10 PC, collected and compiled by our experts

In our search to bring you the very best we have canvassed every one of our esteemed colleagues, called on our brilliant collective of writers and scoured the most savvy corners of the internet to find you the very best free programs out there today. It wasn't easy. There's a mass of free software out there which is frankly awful, and which had no place in this carefully curated selection. Some free software is time-limited, so we've weeded that out too.

In the end, we came up with this collection: 64 pieces of software that will help you enjoy your photos and videos, be more productive when you're knuckling down to some hard work, get more speed out of any PC, and keep your files and your family safe. We think every hard drive would benefit from having at least a few of these packages installed – if not all of them.

Many of these programs will save you huge amounts on equivalent software sold for high (sometimes extremely high) prices on store shelves. You'll increase the functionality of your PC, perhaps even doing things you never knew were possible before. You'll improve your skills, your focus and your defences. And it's all at that magic price point – free – which means you have nothing to lose by trying any of the software included in or collection. So wade in! These are our 64 favourite free programs, and you'll soon see why.

Customise | Best free programs

MEDIA

1 AUDACITY

http://audacity.sourceforge.net

Audacity is an audio recorder and editor with a lot of depth. If all you want to do is record a little audio from your microphone or line-in port you don't need to go too deep, but dive down and you'll find multi-track editing and mixing, a huge bank of effects and post-processing tools, and the ability to convert your audio from one format to another.

2 DARKWAVE STUDIO

http://bit.ly/1ww8KAE

Professional digital audio software can set you back a lot of cash: Cubase, for example, costs upwards of £400. But why spend that much? Darkwave Studio is a free digital audio workstation which supports multi-track hard disk recording, and VST plug-ins for effects and sounds. This makes it eminently flexible, and suitable for all your music-making and audio-editing needs.

3 STUDIO ONE FREE

www.presonus.com/studioone

PreSonus' Studio One Professional (£315) is making waves in the upper echelons of audio recording and editing, but the free edition – cut down as it is – is the perfect way for beginners to learn the ins and outs of its powerful tools, and perhaps produce something that sounds great in the process. The help files are particularly useful if you're new to digital audio.

DARKWAVE STUDIO **Unleash your inner musical *auteur* with Darkwave Studio**

4 PLEX MEDIA SERVER

https://plex.tv

Plex is excellent. It's more than just a program – it's an ecosystem. Show it your media, leave your PC running, and you'll be able to stream video directly to smartphones and other devices in your home. If you have a fast enough connection and a hefty enough PC, you can also send video over the internet and share it with your friends, converting the video on the fly to whatever format suits their connection and device. You can even share libraries with your loved ones.

5 FOOBAR2000

www.foobar2000.org

We're not about to tell you that Windows Media Player is rubbish – it's not. But when you want something super-lightweight to play your music, there's nothing better than Foobar2000. It supports customisable skins, gets up and running in picoseconds, plays virtually every audio format, and you can even use it to rip your CDs to MP3s.

6 VSDC FREE VIDEO EDITOR

www.videosoftdev.com

There are very few competent video editors out there that don't ask you for upwards of £60, and Adobe's Premiere Pro comes in closer to £600. VSDC Free is – as the more Sherlock-like among you have probably already guessed – free, though you'll have to work with a relatively unconventional non-linear editing interface to make the most of its myriad transitions and effects.

7 KODI ENTERTAINMENT CENTER

http://xbmc.org

Formerly known as XBMC, Kodi is a great alternative to Windows Media Center if you want to tool up a PC for playing all sorts of media. You can easily change the way it looks, hook it up to TV capture cards, grab movies and music from networked drives, and even extend its functionality with a huge catalogue of time-tested plug-ins.

8 VLC

www.videolan.org/vlc

VLC is our favourite third-party media player. Like Foobar2000, it isn't particularly pretty, but its compatibility with multiple formats is unparalleled. It also includes features that will help make glitchy videos more enjoyable: for example, try using [J] or [K] to shift the audio backwards or forwards by 50 milliseconds to ensure it's perfectly in sync.

9 PAINT.NET

www.getpaint.net

This advanced replacement for Windows' built-in Paint program has been around for a long time, but we still love it. It's easy to use, with an interface similar to Paint itself, but includes many more advanced features and tools. If you're just looking to tweak a few photos, we can't recommend Paint.NET highly enough.

10 GIMP

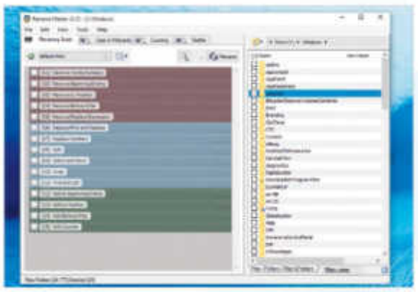
www.gimp.org

If you're a regular reader, you'll have seen a lot about Gimp in these pages, and for good reason. It's a completely free alternative to Adobe Photoshop, so you're saving up to £1,000 on the sort of image-editing power you need to make your photos look incredible. There are occasional glitches and slightly fewer tools, but we love it.

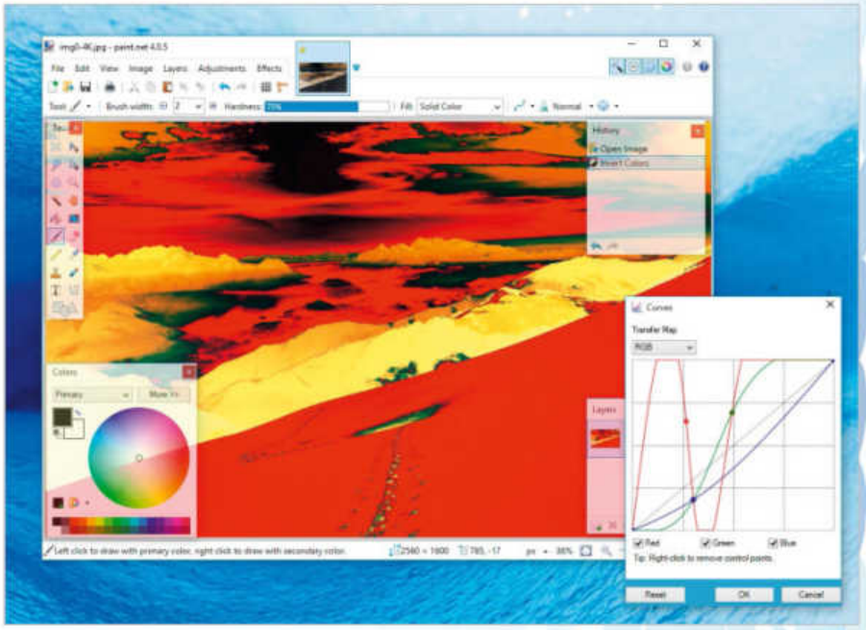
11 PAINTTOOL SAI

www.systemax.jp/en/sai

Directly from Japan comes PaintTool SAI, a beautiful app that will help you and your kids paint with natural-feeling brushes. It works best with a graphics tablet, of course, but its range of simulated tools are also perfectly usable with a mouse, and you may be surprised by the sort of results you get. Perhaps you're an artist at heart and you don't even know it!



RENAME MASTER Take the pain out of file management with this batch-renaming app



PAINT.NET This freebie app is an ideal drawing and image-editing package for beginners

12 ZONER PHOTO STUDIO FREE

http://free.zoner.com

Zoner PhotoStudio Free puts a huge palette of photo-editing tools at your disposal, but that's not why we've included it here. What we love are its photo management options, which can take snaps from your camera and put them straight into a neatly organised album. Next time you need to find that vital photo of your cat pulling a funny face in a hurry, you'll be able to put your finger on it in a matter of moments.

13 GADWIN PRINTSCREEN

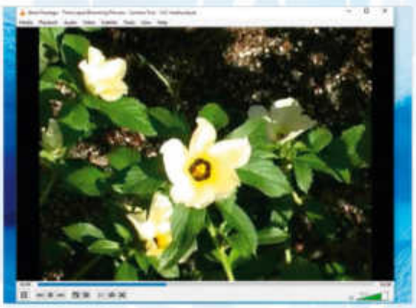
www.gadwin.com/printscreen

Here's a tool you probably didn't think you needed, particularly because Windows has a decent screenshot function built-in. But will Windows let you take screenshots at timed intervals? Will it let you easily change the hotkey, or choose to capture the mouse pointer? No, it won't – but Gadwin will. It's the tool we use in the office, and we think you should too.

14 RENAME MASTER

www.joejoesoft.com/vcms/108

Few things annoy us more than the filenames cameras give to photos. Yes, we understand that the camera doesn't know to label that picture 'Stephen eats a whole birthday cake 3', but that jumble of numbers and letters is doing nobody any good. We don't let it get to us, though: we just use Rename Master to quickly and easily retitle batches of photos and other media files.



VLC We've yet to find an obscure video file format lurking on the net that VLC can't handle

15 AUDIOGRABBER

www.audiograbber.org

It's apparently quite legal to turn your CDs into MP3 files these days, so try Audiograbber when you're ready to do away with your old media for good. It queries the Gracenote database to automatically detect which music CD you've put in the drive, and will output fully labelled and tagged files at your specified choice of bitrate.

16 MP3TAG

www.mp3tag.de/en

Get your music collection looking consistent with this app. You'll still need to do a bit of manual labour to make sure everything is tagged properly, but MP3Tag's best feature is its ability to apply certain tags in batches. If your audiobooks aren't being recognised properly by your media player, for example, then with MP3Tag you can change their category in one fell swoop, saving you no end of fiddling about.

PRODUCTIVITY

1 LIBREOFFICE
www.libreoffice.org

The latest version of Microsoft Office can set you back up to £180. LibreOffice, on the other hand, costs nothing, and is fully compatible with the files that Microsoft's software pumps out. We're not about to say it's actually better than Microsoft's original offering, because there's a certain flair lacking here, but you won't find a better free office suite anywhere. And if you hate Microsoft's new ribbon interface, you'll be happy to make the switch.

2 ABIWORD
www.abisource.com

If all you need is a word processor, AbiWord can do the job, but it's also capable of a lot more. By connecting to the free AbiCollab.net service, it enables you to work on beautifully formatted documents simultaneously with your friends wherever they are in the world. Even if you're not going to use that feature, it's a lovely, clean, classic word processor.

3 XMIND
www.xmind.net

Mind mapping – otherwise known as brainstorming, if you're of our generation – is perhaps the best way to turn a jumble of random thoughts into a focused and coherent end product. Before you start a project, or perhaps if you hit a dead end, fire up XMind and jot down everything that hits your frontal lobe. You might be surprised what you come up with.

4 EVERNOTE
https://evernote.com

We live in fast-moving times and sometimes the internet doesn't think to stop and let us read it, but with Evernote you can mark the things that catch your eye and come back when it's more convenient to catch up on them. You can also make notes (of course) and share everything across all of your devices, including smartphones.

5 COLD TURKEY
www.getcoldturkey.com

How much time do you spend on the internet? And how much time should you *really* be spending on the internet? That's what we thought. Cold Turkey is a neat app that lets you block access to programs, games and even specific websites on a timed basis, so you won't squander all that time when you should be working.

6 NOTEPAD ++
http://notepad-plus-plus.org

As its name suggests, Notepad ++ is a souped-up text notepad application. It supports tabs, can format code in text, will reopen recently used documents when it starts, and generally turns the basic features of Notepad up to 11. Install it and you'll never want to use Microsoft's little app again.

7 INKSCAPE
www.inkscape.org

Vector graphics have significant advantages over bitmaps: specifically, you can blow them up to any size without losing quality because they're constructed of individual linked points, not pixels. Inkscape isn't the easiest application to master, but if you want to create vector graphics there's no better free solution out there.

COLD TURKEY **Facebook and Buzzfeed eating up too much of your day? It's time to go Cold Turkey**

8 GANTTPROJECT
www.ganttproject.biz

Perhaps you're managing a massive project with loads of collaborators. Perhaps you just want to organise a bit of DIY. Whatever you're up to, Gantt charts are a great way to set goals, manage resources and stick to realistic time scales. GanttProject is the best way to get Gantt charts up and running, and it's a lot cheaper than Microsoft Project – which could cost up to £950.

9 SCRIBUS
www.scribus.net/canvas/Scribus

Desktop publishing is a term that's fallen out of favour over the past couple of decades, but that doesn't mean it's a job that doesn't need doing. We make this magazine with Adobe InDesign – £400 to you – but for occasional document layouts that don't need that kind of investment, Scribus is fantastic. It'll even output your documents in PDF format ready for printing.

10 TRILLIAN
www.trillian.im

Keeping in touch with multiple people online can be tricky, particularly if some of them obstinately stick to their preferred chat client when everyone else has standardised elsewhere. With Trillian you don't need to standardise. Log in with your Google, AOL and Facebook accounts, and all of your instant messages will end up in one place.

11 ARSCLIP
www.joejoesoft.com/vcms/97

The Windows clipboard is perhaps the most useless clipboard in existence, given that it can hold only a single item. ArsClip is much better, giving you a full clipboard history and the ability to set up permanent clipboard items for frequently used data. It even integrates neatly with Windows 7's jump lists. We use it every day, and so should you.

12 UNIVERSAL VIEWER
www.uvviewsoft.com

Here's a neat little speed-up for you. Don't worry about sitting around for a minute while Microsoft Office opens, when all you want to do is look at the contents of a .doc

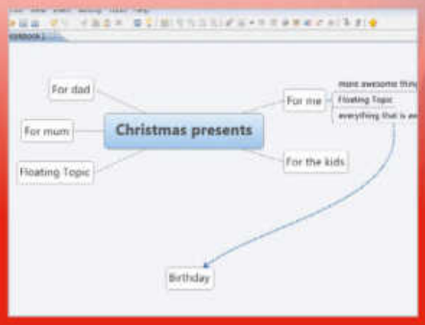
Lay out your thoughts with XMind

1 Pick a template

Run XMind and you'll see tons of templates to choose from. You could use these to make an organisation chart, a travel itinerary, a straightforward flow chart and much more. For now, choose the 'blank' template at the top left to get started. It's easy to set your own structure.

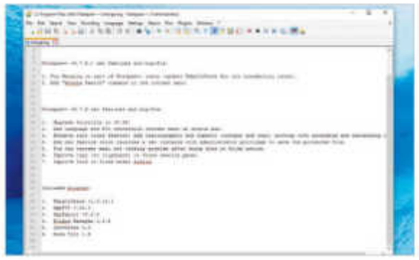
2 Add some thoughts

Double-click the single box that appears to edit its label. This is the central tenet of your mind map. Now right-click in an area of empty space and choose 'Floating topic' to create a new box. Double-click it to label it, then drag it near to the main box to link the two.



3 Spread it out

Creating and dragging further boxes will build a hierarchical structure automatically; you can add a new 'Central' topic if you need to collect diverse thoughts into the same mind map, or add a relationship to draw a non-automated line between different points of your map.



NOTEPAD++ Windows' own Notepad app is good, but Notepad++ is doubleplusgood

file. Universal Viewer will open files of many types much faster than their parent applications. You can't edit them within Universal Viewer, but it's extremely helpful for working out which file is which.

13 TIGHTVNC

www.tightvnc.com

VNC stands for Virtual Network Computing – the practice of controlling a remote machine as if you were sitting at its mouse and keyboard. With a TightVNC server installed on your target machine, you can use the client to jump on and control it. TightVNC is the fastest VNC solution we know of – it even beats Microsoft's own Remote Desktop.

14 TEAMVIEWER

www.teamviewer.com

If VNC sounds a bit complex, or if you might need to gain control of the computers of people who wouldn't understand it, Teamviewer is absolutely perfect. It doesn't even need to be installed. Just open it, enter the unique address and password that the app displays on your target machine, and you'll be able to log in and see what's going on. It's so easy!

15 FILEZILLA

https://filezilla-project.org

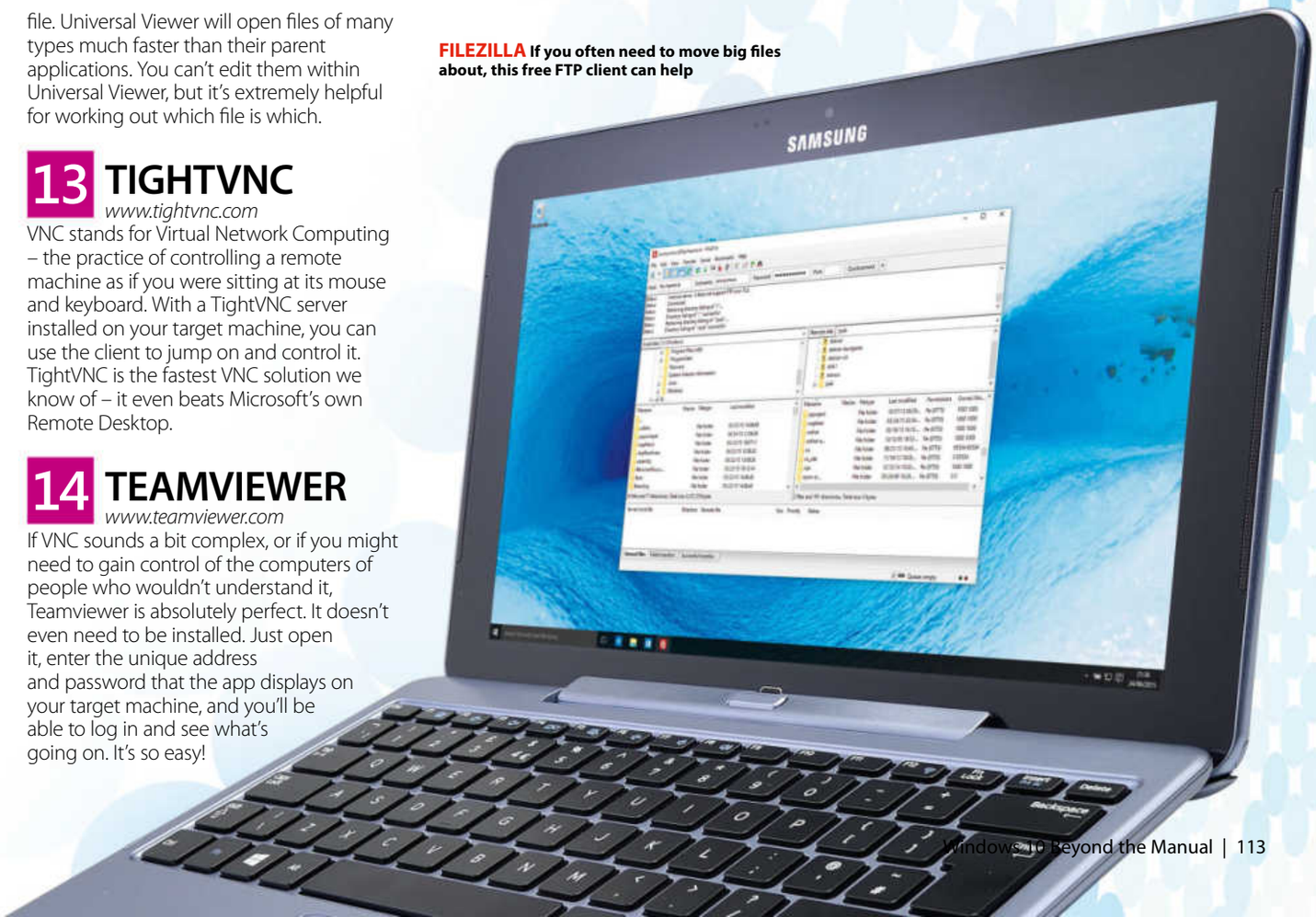
FTP is an internet protocol (similar to the HTTP you see in your web addresses) focused specifically on file transfers. You might not have much cause to use it, but we can't sleep if Filezilla isn't installed on any machine we're using. It's by far the best FTP client out there, and makes uploading and downloading large files quick and easy.

16 TWEETDECK

https://tweetdeck.twitter.com

Tweetdeck started as an independent Twitter desktop app, before being bought out by Twitter itself. It's no surprise, then, that this is by far the best way to connect with Twitter. You can view multiple accounts, see live updates of your feeds, get pop-ups when you're mentioned or sent direct messages, and completely customise the interface to suit you.

FILEZILLA If you often need to move big files about, this free FTP client can help



SYSTEM

1 CCLEANER

http://bit.ly/1hsOdVC

CCleaner's sole purpose is to make your PC run faster by removing old unused files and generally optimising the way Windows runs. It's easy to use, it's a small install, and you will notice a genuine difference once it's done its thing. There's no reason not to try the free version out – although we might not pay £30 for the full thing.

2 PC DECRAPIFIER

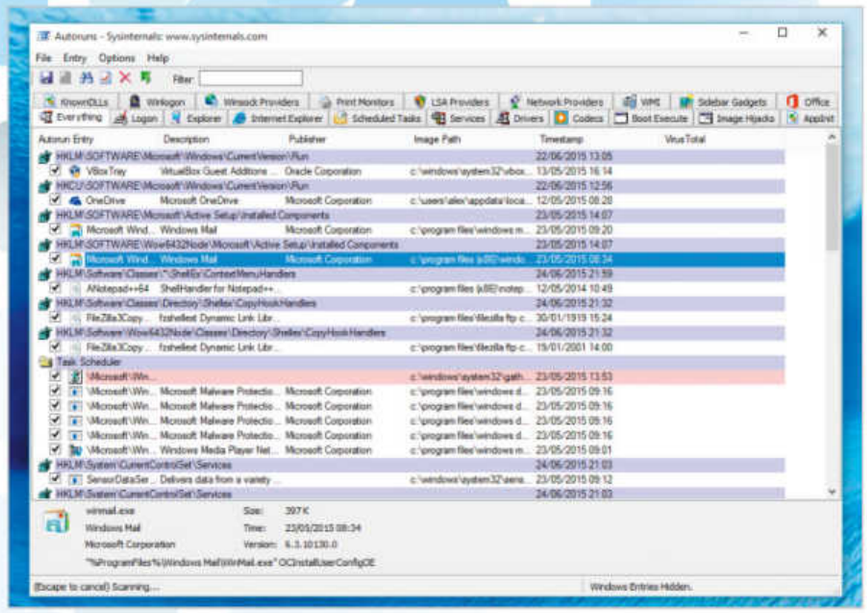
http://pcdecrapifier.com

Buy a new laptop, and it will inevitably come pre-infested with a host of unwanted software which will slow it down for no good reason and batter you with annoying popups. You could painstakingly remove each program yourself, or you could let PC Decrapifier scan its extensive database and remove it for you automatically. If you need a hint: choose the latter option.

3 SPYBOT SEARCH AND DESTROY

www.safer-networking.org

Spyware can trick the best of us. Click a legitimate-looking link, install a seemingly innocent bit of software, and you can find your PC slowing down, your personal information getting shared with criminals, or your web browser being taken over by sites you have no intention of visiting or interacting with. Spybot searches for this menace and destroys it.



AUTORUNS **Slash your boot-up times by ditching the stuff you don't need**

4 MALWAREBYTES ANTI MALWARE

www.malwarebytes.org

Why have we listed two bits of anti-malware software in this roundup? Because you absolutely need both. If your sluggish PC is the subject of a malware infestation and Spybot hasn't done the trick, take advantage of Malwarebytes' comprehensive database and let it remove the problem for you. Two programs working in tandem are much more effective than one alone.

5 AUSLOGICS CLEANER

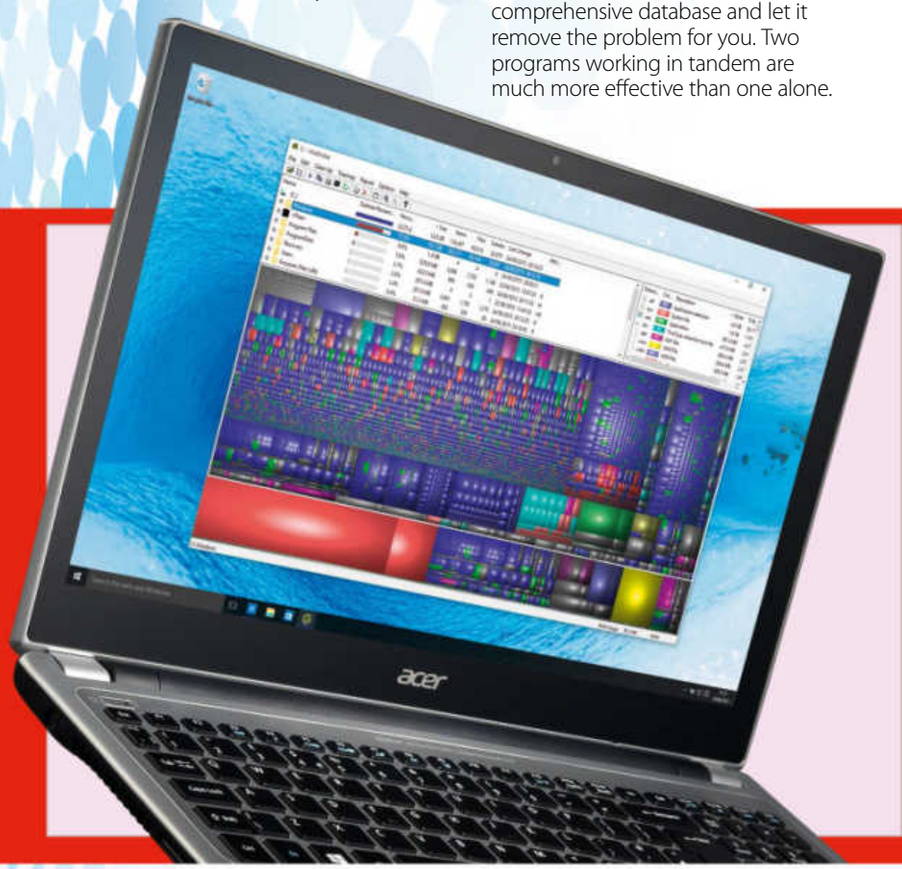
www.auslogics.com/en/software/registry-cleaner/

Registry cleaning tools can help fix problems by tracking down rogue entries and deleting them. The trick is knowing how to use them carefully, so don't use this free app unless you are confident that you know what you're doing!

6 AUTORUNS

http://bit.ly/1joclBf

When your PC starts up, what exactly is making it take two minutes for the hard disk to stop spinning? Autoruns can tell you exactly what's running, and it'll let you disable non-essential programs and services too. Treat this one with kid gloves, though – you could stop Windows from booting up properly if you're too gung-ho when disabling applications.



7 WINDIRSTAT

https://windirstat.info

This is one of our absolute favourite programs. Run it, let it grind away for a while, and it'll show you a visual map of your hard drive. Pretty neat. It's particularly useful if you're running out of drive space, as it can direct your attention to those long-forgotten files and folders that are hogging all the precious capacity. You can even delete them from within WinDirStat, clearing huge chunks of your hard drive in one visually appealing sweep.

8 TIMESNAPPER CLASSIC

http://bit.ly/1tCjnOJ

There's nothing worse than a crash – particularly one that doesn't give your software time to autosave the work you were doing. Leave Timesnapper Classic running, however, and you'll have at least a little peace of mind. It takes screenshots at regular intervals; just open up the most recent snap and you should be able to rebuild the bits you were last looking at.

9 AUTOHOTKEY

www.autohotkey.com

We could all be more efficient. Even if we overlook your procrastination habit – because you're going to sort that out next week, right? – moving your hand away from the keyboard to use the mouse is wasting time and effort. With AutoHotkey, you can create custom key combinations which allow you to run programs and perform common actions quickly. It's amazing what a difference it makes.

10 SYNERGY

http://synergy-project.org

AutoHotkey makes you more efficient, but Synergy could be even more effective. Install and configure it on multiple machines, and you can share a single mouse and keyboard between them. Just move the mouse cursor off the edge of one screen – say your laptop – and it'll appear on, for instance, your desktop monitor. It's tricky, but revolutionary.

11 GLARY UTILITIES

www.glarysoft.com

Scan the shelves of your local computer shop and you'll see tons of paid-for system speed-up tools, but don't be tempted by them. Glary Utilities scours your PC's registry, cleans your hard disk, removes duplicate files and more – all for free. There's a pro version which automates many of its processes, but we find you won't need to run it all that often so upgrading is merely a matter of convenience.

12 AUSLOGICS DISK DEFRAG FREE

http://bit.ly/1kaeyd0

You may have heard of defragmenting – rearranging the data on your hard drive so that it's all in order, thus speeding up access – but did you know that Microsoft's built-in tool isn't actually the most efficient? Auslogics' defragmenter can make a big difference to your boot times and the s peed of loading applications, particularly on well-worn machines.

AUSLOGICS **If you want your PC to go faster, defragging should be the first job on your To-Do list**

13 ROCKETDOCK

http://rocketdock.com

The Start menu is efficient, but not perfect. It can be a little slow if heavily populated, and you need to click it to open it, but it's not the only way to launch the applications you use most often. RocketDock is a very pretty alternative. It's a replacement for the Windows taskbar, and you can customise it with special add-ons.

14 RAZER GAME BOOSTER

www.iobit.com/gamebooster.html

When you're getting serious about gaming, the last thing you want is random Windows components messing with your frame rate. This neat app will disable anything you don't need while gaming, then switch it back on when you're done. The performance boost could save you a graphics card upgrade.

15 FRESHUI

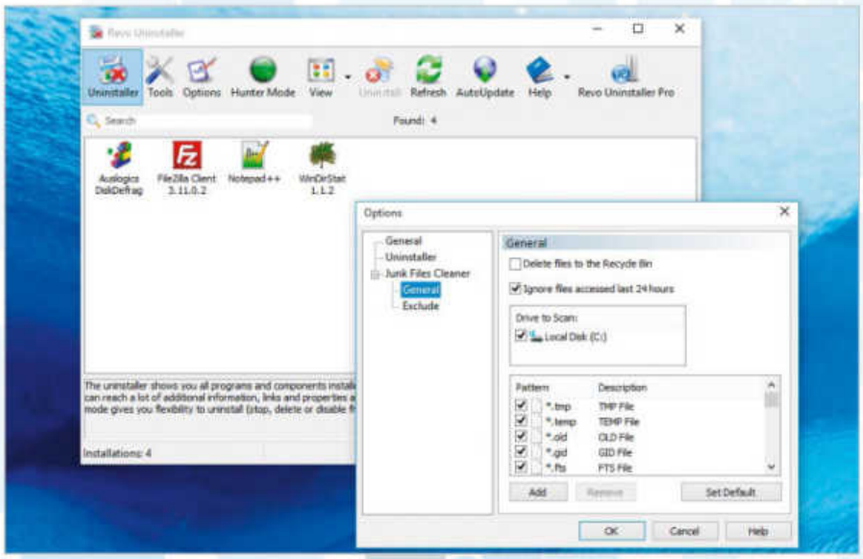
www.freshdevices.com

This tool has been around for ages, and it's perfect both for simplifying a PC for a less confident user, and for streamlining your own experience. You can access all kinds of system settings from one place, and disable features, menus and resource-hungry gimmicks that you don't use. If you find you need them again, it's easy to revert.

16 REVO UNINSTALLER

www.revouninstaller.com

Uninstall a program and it's gone, right? Not quite. But keep Revo Uninstaller around and it will monitor every file that gets installed, and clean off any hidden extras that the standard uninstall process might miss. This includes everything from redundant files to registry keys left behind. This might only mean a tiny speed boost, but after several programs it all adds up.



REVO UNINSTALLER **Getting rid of the junk left behind by deleted software can speed up your PC**

SAFETY

1 MACRIUM REFLECT FREE

www.macrium.com/reflectfree.aspx

Imagine that the worst happened. A can of fizzy pop poured into your hard drive, or an errant explosion. You'd be glad of Macrium Reflect's ability to make a complete drive image backup of your system, wouldn't you? Get hold of an external drive first, as burning all your data to DVD is frankly tedious.

2 COBIAN BACKUP

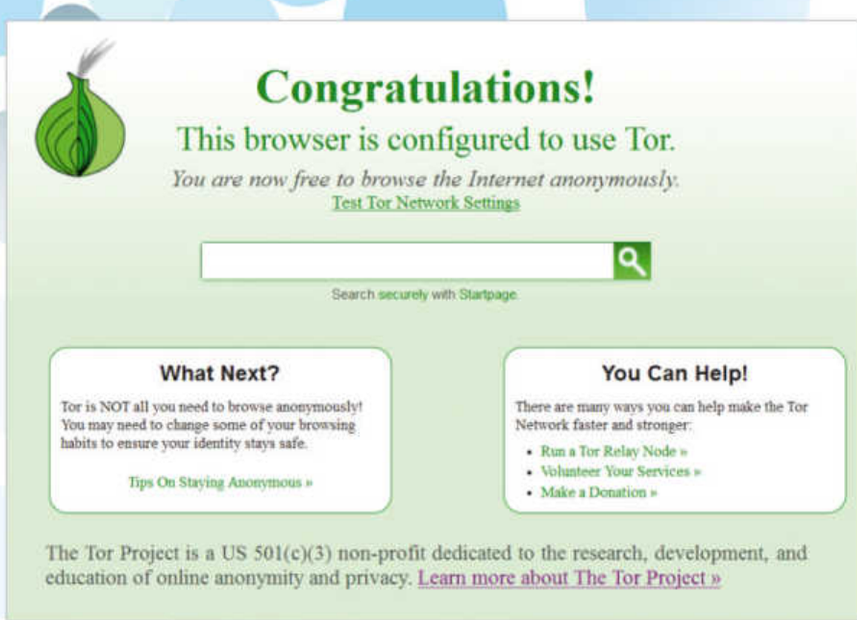
http://bit.ly/TVkPNE

Macrium is easy to use, Cobian less so, but we know of no better free product with more backup options. Schedule daily backups, do complete image copies, encrypt or compress your backups to save space – really, any kind of backup task is straightforward to perform. Just make sure you read the help files properly!

3 LASTPASS

https://lastpass.com

Leave a weak password on a vital account and your information could be stolen, your privacy compromised, or your bank account emptied. With LastPass, you can generate the most secure passwords possible and store them in an online vault to ensure you're never locked out of anything.



TOR The Onion Router will keep your online activity safe from prying eyes

4 MAGICAL JELLY BEAN KEYFINDER

www.magicaljellybean.com/keyfinder

If you're planning to reinstall Windows or Office, Microsoft expects you to have your licence key to hand, but that's not always possible. Perhaps it's rubbed off of the sticker on the bottom of your laptop, or perhaps you've lost it. Not a problem: just run this handy app before you start reinstalling, and it'll pull your keys from the depths of your PC's innards.

5 AVG FREE ANTIVIRUS

http://free.avg.com

There are a host of antivirus packages on the market, but not all are made equal. You could pay £60 for Norton 360, but AVG – our pick of the free antivirus packages out there – performs just as well on industry standard tests. You could rely on Windows Defender, but we wouldn't – it performs particularly poorly on the same tests.

6 DROPBOX

www.dropbox.com

Microsoft OneDrive is all well and good, but we're partial to Dropbox's clean approach to storing your important files online. You can set any folder to be a Dropbox folder – even My Documents – which means your data automatically ends up on its servers, and you can then access everything you need from a mobile device or any web browser.

7 AES CRYPT

www.aescrypt.com

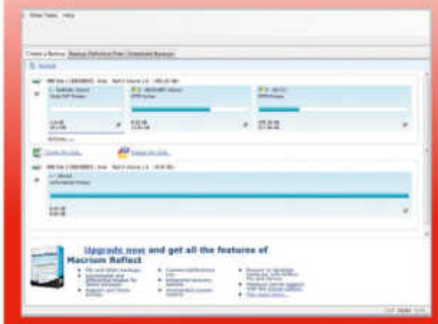
Encryption is handy if you don't want the contents of a particular file to fall into the wrong hands. AES Crypt is just about the quickest way we know of to lock down individual files if you're intending, for example, to send them via email. It adds an option to the right-click context menu that instantly makes an encrypted version of the selected file.

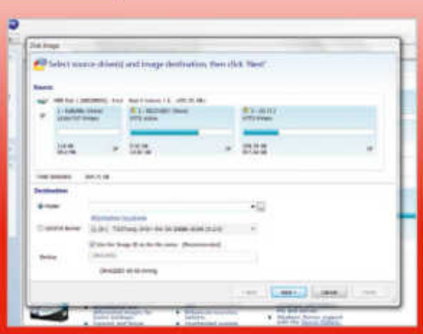
8 SYNCTOY

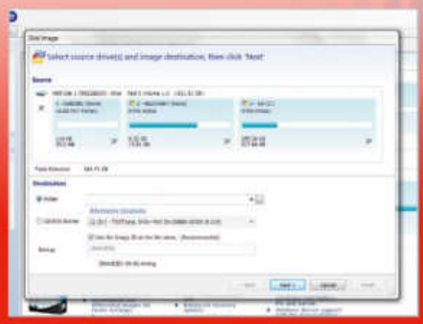
http://bit.ly/1cvHhne

SyncToy's primary function – mirroring the contents of one folder in another – might initially seem rather pointless, but set it up to mirror to a networked folder or one on an external drive, and you can be sure that your documents are saved safely elsewhere, eliminating the risk of data-loss if one drive fails.

Back up with Macrium Reflect







1 Work with this
Macrium will take a complete image of your hard drive – you may have heard this referred to as 'ghosting' – so that in the event of disaster, you can return to the exact state your PC is currently in. Open it up and you'll see a brief map of your hard drive and its partitions.

2 Back it up
Plug in your external hard drive – obviously this will need to have more free space than the total amount of disk space used on the drive you're backing up. Click 'Image this disk', select the drive you're cloning onto, then click 'Next' to start backing up.

3 To the rescue
In the left column, click 'Other tasks' then choose 'Create bootable rescue media'. Click 'Next' a few times, and when prompted insert a USB stick or recordable DVD to use as your rescue media. If things go wrong in future, boot from this and you'll be able to restore your backup.

9 WINPATROL

www.winpatrol.com

This tried and trusted program sits in wait, casting its eye over the folders commonly used by viruses and spyware to hide their files. If it spots something untoward, it'll let you know. It also scans for any potentially dodgy programs being run, and keeps a full log of changes, so if you do get infected you can work out the culprit.

10 DNS ANGEL

http://bit.ly/1tUa0rX

DNS Angel has two benefits: it gives you the ability to quickly switch between DNS servers, and it offers up a bunch of filtered DNS servers from the likes of Norton and Yandex, which keep inappropriate content away from sensitive eyes.

11 K9 WEB PROTECTION

www.k9webprotection.com

DNS Angel is the simple option, but K9 gives you more control over what can be done online. This ranges all the way from blocking certain categories of content to forcing SafeSearch on all major search engines. It can even auto-assess the content of sites it doesn't have in its database.

12 REGISTRY BACKUP PORTABLE

http://bit.ly/1tUa7nw

Put this program on a USB stick and you can take full backups of your PC's registry, the registries of other PCs, and those of all users on said PCs. Do this regularly, and you'll always have a backup to return to if all goes wrong. You'll be glad you put in the effort.

13 SOPHOS VIRUS REMOVAL TOOL

http://bit.ly/1lxuOVt

If a virus has made its way through your usual defences, it's probably disabled your antivirus software. That's where this tool comes in. It detects and scrapes away all traces of known viruses – even those your regular protection might have missed.

14 ISPY CONNECT

www.ispyconnect.com

You probably already have a webcam. If you do, then ISpy Connect lets you use it as a security camera, streaming sound and video over the internet and emailing you snapshots of any suspicious activity. It also has other killer features such as remote desktop monitoring, to let you see if anyone's up to anything they shouldn't be.

15 TOR BROWSER BUNDLE

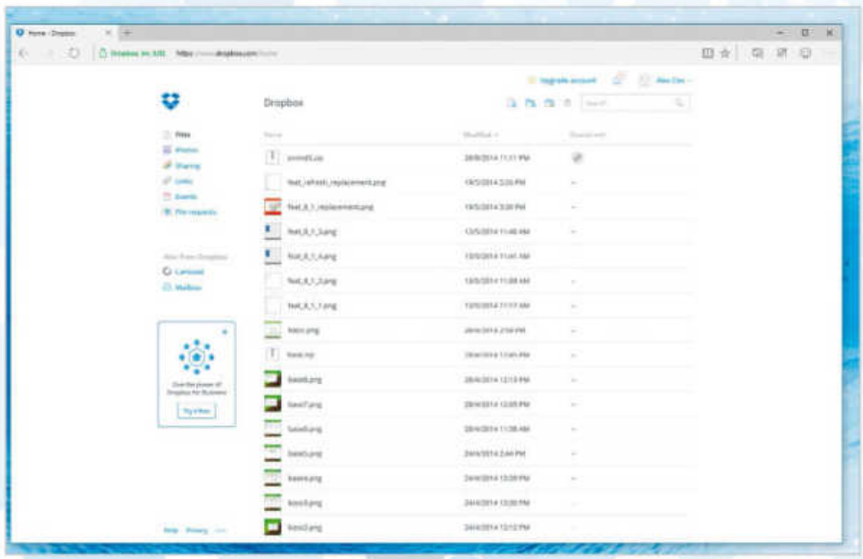
http://bit.ly/1jdsLFC

To be certain no one's snooping on your internet use, install Tor. It anonymises your actions by bouncing your communications through a large number of machines around the world. It's slower than a regular browser, but that's the price of privacy.

16 SOFERVISE

www.rodeliorodriguez.tk

Sometimes all you want to do is block one application. Maybe it's your web browser, to shield little eyes from the den of iniquity that is the internet. Perhaps it's your favourite game, locked with a password only your long-suffering partner knows. These things are possible with many filtering apps, but easiest with Sofervise. ■



DROPBOX **Cloud storage is all the rage, but Dropbox is a leader in the field for a reason**

Learn how to...

Quickly install your favourite programs

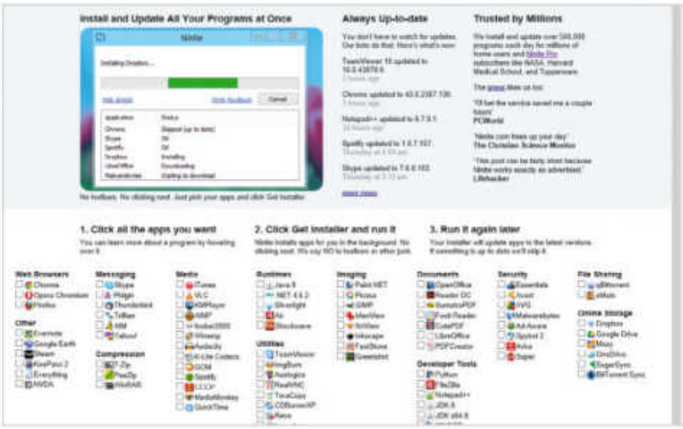
Wouldn't it be great if you could install all your favourite programs with a click of a button? With Ninite you can do just that!

TIME TAKEN
5 minutes

Most of us have a long list of programs we use every day as well as apps we can't live without. However, when you move to a new PC, or you need to format and reinstall Windows on your existing machine, installing your programs again can be an arduous task.

Not only do you have to go to each program's website to download the latest version of the app, but many installers have multiple screens and ask a lot of questions, which makes installation even longer.

The good news is there's a way to quickly install multiple programs at once. Ninite is a fantastic service that lets you select all the programs you want to install, and then will download, install and configure the programs automatically, so you don't need to hang around and watch a blue bar slowly crawl across the screen. And even better, Ninite is completely free!



1 Visit the website

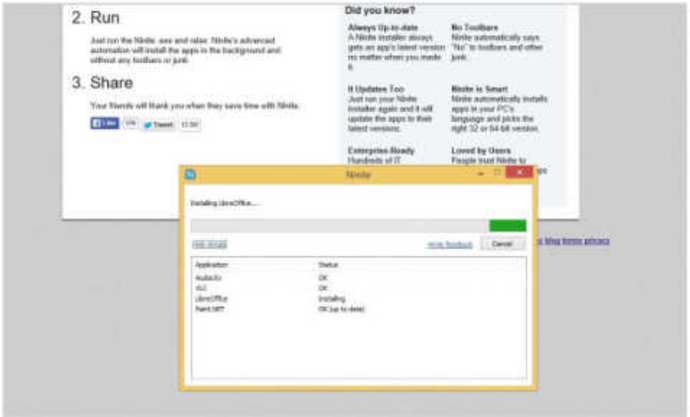
Ninite isn't actually a program that you install on your PC. All you need to do to begin using it is visit the website. Open your web browser and go to https://ninite.com. This will bring up the homepage, and it's where you can start finding out how much time Ninite will save you.

2 Choose your programs

On the homepage you'll see a list of programs that you can get Ninite to install for you. There's loads to choose from, so to make things easier, the programs are divided into categories. For example iTunes and Spotify can be found under 'Media', while Picasa and Paint.NET are located under 'Imaging'. To select a program to install, click the box next to its name.

3 Get the installer

After selecting the programs you want to install, click the big green button labelled 'Get Installer'. This will take you to a new web page, which will start the download automatically. Click 'Run' to download and run the Ninite installer. Windows might pop up a dialogue box asking if you want to run the program, so click 'Yes', as it's completely safe.



4 Let Ninite Run

In this step you don't really need to do anything. The Ninite installer will now automatically download and install the programs you selected. If you already have a program installed, Ninite will check to see if you have the latest version. If you don't, it will download and install a new version, but if you're up to date Ninite will skip it and move on to the next one.

5 Check your installation

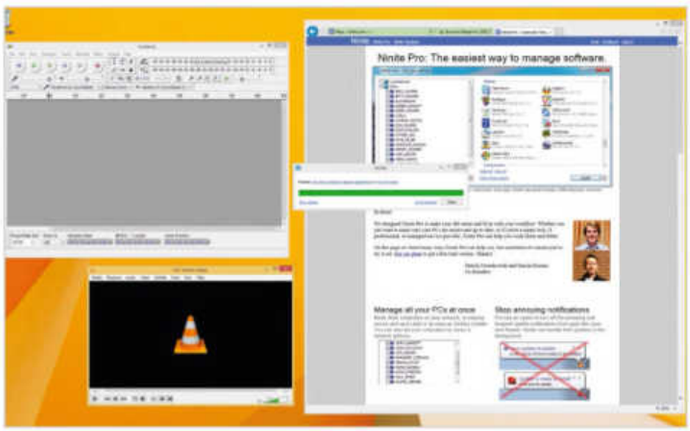
During or after the installation you can see what's being installed and updated by clicking 'Show details'. Click 'Get help on failed or skipped applications' if anything failed. This takes you to a webpage that lists common errors, along with steps to fix them. You can also click 'retry/re-install' to attempt the installation again.

6 Suggest an app to install

Ninite has a wide range of some of the most popular programs in the world, but it's inevitable that some won't be included. If there's an app you want to use with Ninite but it's not in the list, you can recommend for it to be included in the future. Go to the home page at ninite.com, and at the bottom you'll find 'Suggest an app'.

7 Go pro

If you have a number of PCs you want to install programs on and keep updated, then it's worth considering Ninite Pro. This lets you download, install and manage applications on any PC you own, and it gives you more control over how each app is installed. It also comes with more apps and costs $20 a month (around £12.60). You can find out more at https://ninite.com/pro.



8 Enjoy your new programs

That's it, you've now successfully installed your favourite programs with just a few easy clicks! You can now rest easy that if you ever get a new PC, or reinstall Windows, you can get your programs up and running without any problems. Ninite does a great job at making sure that no unwanted programs – like toolbars – are installed, so your PC will remain clutter free. ■

Learn how to...

Control your PC with Twitter

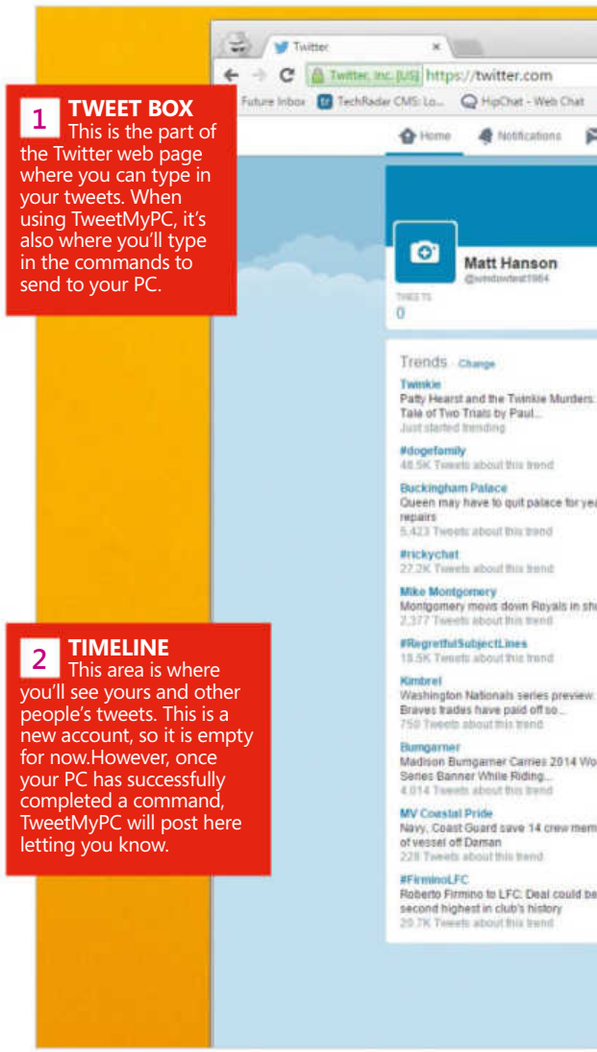
Twitter isn't just about following famous people, you can also use it to control your PC

TIME TAKEN
15 minutes

Twitter has taken the world by storm with people sharing their 140-character thoughts with the world. Part of its appeal is its simplicity, but underneath the hood, it's actually a complex and powerful service, and this has allowed services such as TweetMyPC to take advantage and create tools that are a world away from Twitter's original goals.

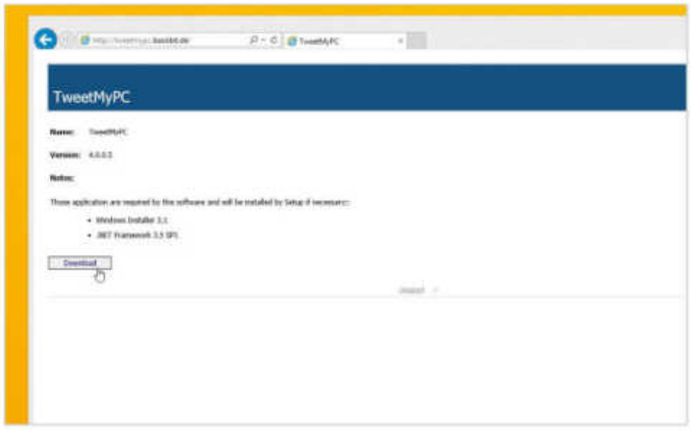
What's great about TweetMyPC is it lets you remotely control your PC via Twitter. If you're away from home, for instance, and have left your PC on, you can use Twitter to switch it off. All you need to do is send a simple 'shutdown' command through Twitter and your PC will close your programs and shut the PC.

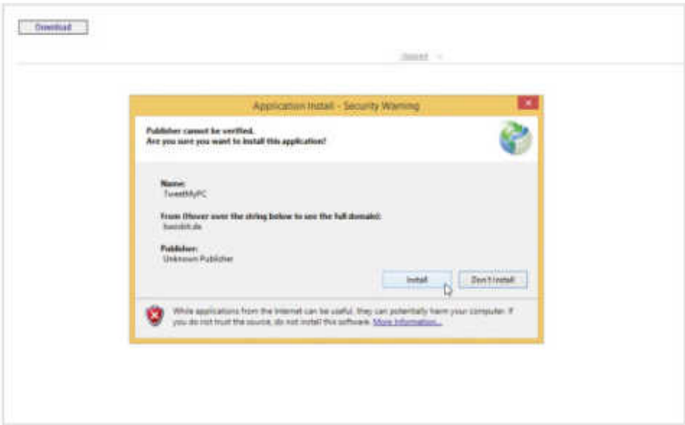
Or if you've forgotten to bring a document, you can tweet getfile and the name and location of the file, and your PC will email it to you!



1 TWEET BOX
This is the part of the Twitter web page where you can type in your tweets. When using TweetMyPC, it's also where you'll type in the commands to send to your PC.

2 TIMELINE
This area is where you'll see yours and other people's tweets. This is a new account, so it is empty for now.However, once your PC has successfully completed a command, TweetMyPC will post here letting you know.





1 Download TweetMyPC

To download the TweetMyPC program, simply visit the website over at http://tweetmypc.basisbit.de. You can now click on the 'Download' button at the bottom of the screen. This will begin the download process. Once done, click on 'Run' – or double click the downloaded file – to begin the installation process.

2 Install TweetMyPC

As is the standard procedure, the first step of the installation process will ask you to accept the License Agreement. Assuming you are happy to do so, then just click 'Accept'. TweetMyPC will download some more files. Should a security warning pops up during this action, don't worry, just click 'Install'.

6 TWEET BUTTON
Once you've typed the tweet with the command you want to send to your PC, click this blue button to send it. It might take a few moments, but your PC will then receive the command and act accordingly.

5 PROFILE
This purple icon with the egg silhouette represents your Twitter profile. If you wish, you can change the icon to a photo or picture of your choosing by clicking on it, and selecting 'Settings'. From here you can also alter your privacy settings.

3 EMAIL SETTINGS
If you want your PC to email you files when you're away from it, enter in your email settings here. It has to be a Gmail account, so if you don't have one you can quickly set one up for free from https://mail.google.com.

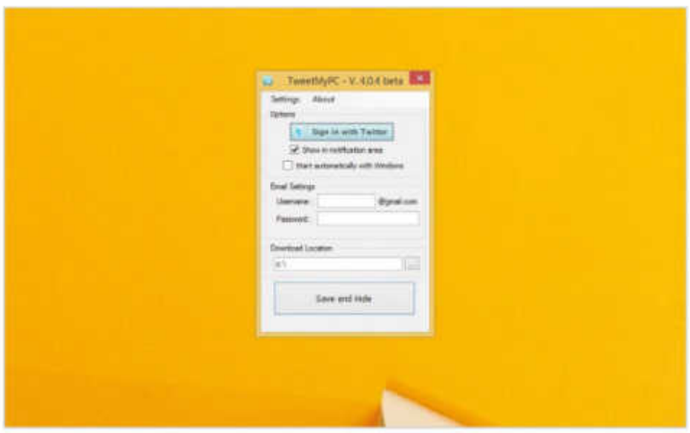
4 ABOUT
Click this menu option and select 'Basic Command List' to get a list of commands that you can send to your PC with TweetMyPC.

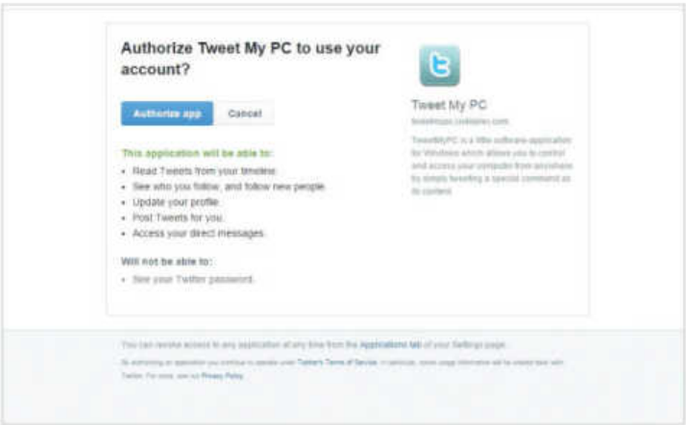
Jargon buster!

Tweets
Tweets are small 140 character messages that you send on Twitter. They can be short descriptions about your day, or with TweetMyPC they can be commands to send to your PC.

Tick box
These small squares sit next to options in Windows and you click them to add or remove a tick. If there's a tick in the box, it means the option is selected.

PIN
To authorise an app with Twitter, the service generates a long string of numbers that you need to copy and paste into TweetMyPC. This makes sure that only you have access to your Twitter account.



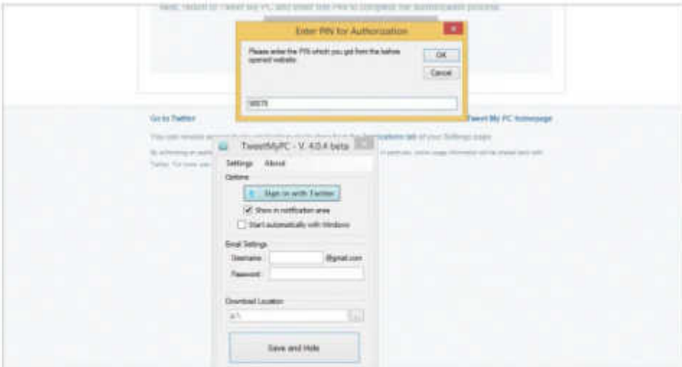


3 Configure TweetMyPC

Once installed the configuration settings of TweetMyPC will be displayed, which will allow you to configure the program. The 'Show in notification area' box keeps an icon in the bottom-right hand side of the screen as a reminder that TweetMyPC is running. If you want TweetMyPC to start when you load up Windows, check the tick box next to 'Start automatically with Windows'.

4 Connect TweetMyPC to Twitter... pt1

For TweetMyPC to work, you will need to let it access your Twitter account. Simply click the 'Sign in with Twitter' button to begin. A window will then pop up to tell you that the Twitter website will open. Click 'OK' then log into Twitter. If you've already logged in previously, you won't need to log in again.

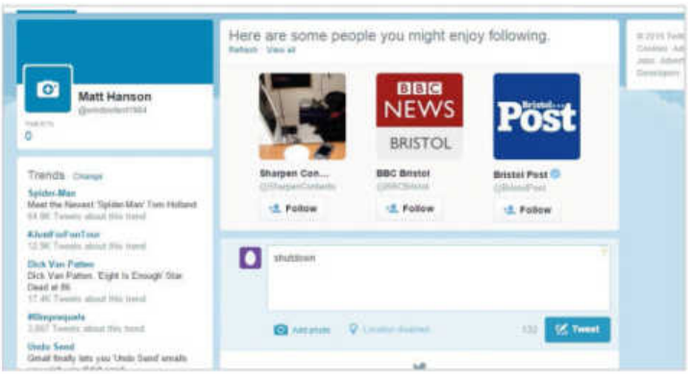


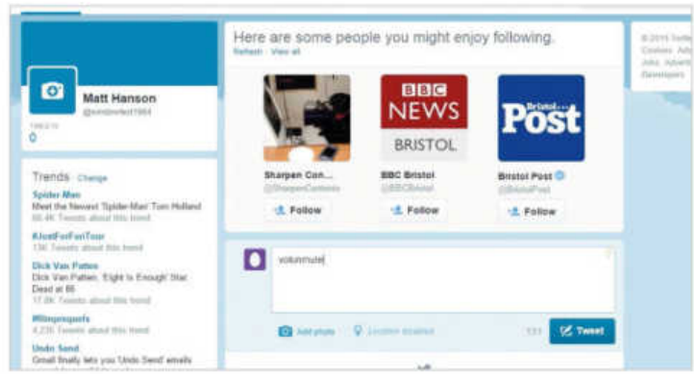
5 Connect TweetMyPC to Twitter... pt2

On the page that opens, click 'Authorize app'. It says the app will 'Post Tweets for you' but it won't post anything you don't want it to – it just needs this to send the remote controls to your PC. You'll be given a PIN number to authorise Tweet My PC, so type this into the 'Enter PIN for Authorization' dialogue box.

6 Begin using TweetMyPC

Click 'Save and Hide' and you can begin using Tweet My PC. To see a list of commands that you can send to your PC, right-click the icon in the notification area and select 'Edit settings'. When the window appears, click 'About', then select 'Basic Command List' to see a list of commands you can use.



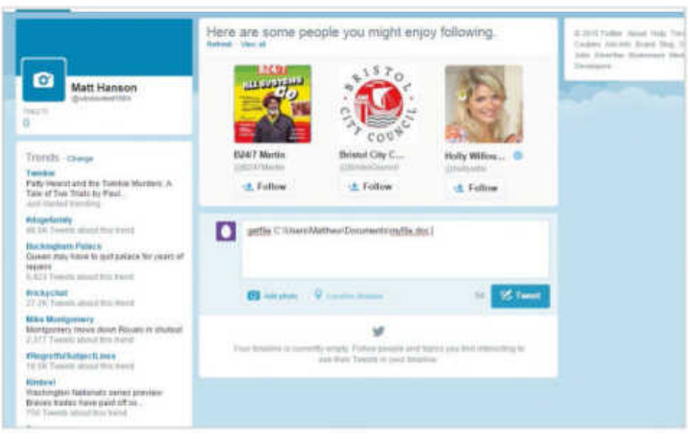


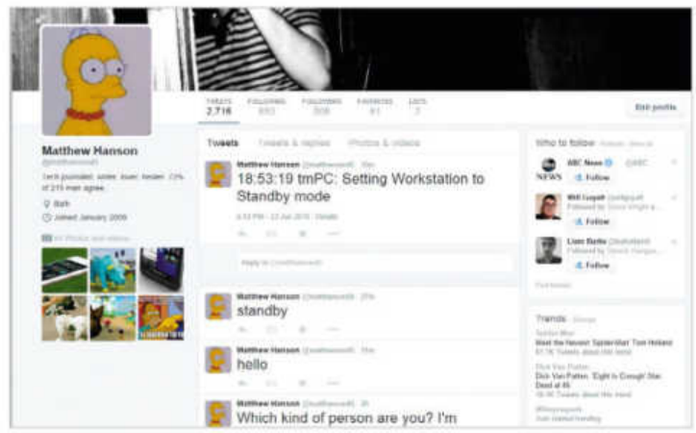
7 Use Twitter to shut down your PC

Go to your Twitter home page and in the text box type **shutdown**. Send the tweet, and a warning will appear on your computer saying it will shut down. It will then wait one minute, and then actually shut down. If you change your mind, tweet **abortshutdown**.

8 Change the volume of your PC

Another great use for TweetMyPC is for controlling your PC when you listen to music or watch films on it. If you want to turn down the volume without going over to your PC, just tweet **voldec**, and to turn it up, tweet **volinc**. To mute the volume tweet **volmute**, and to unmute it, tweet **volunmute**.





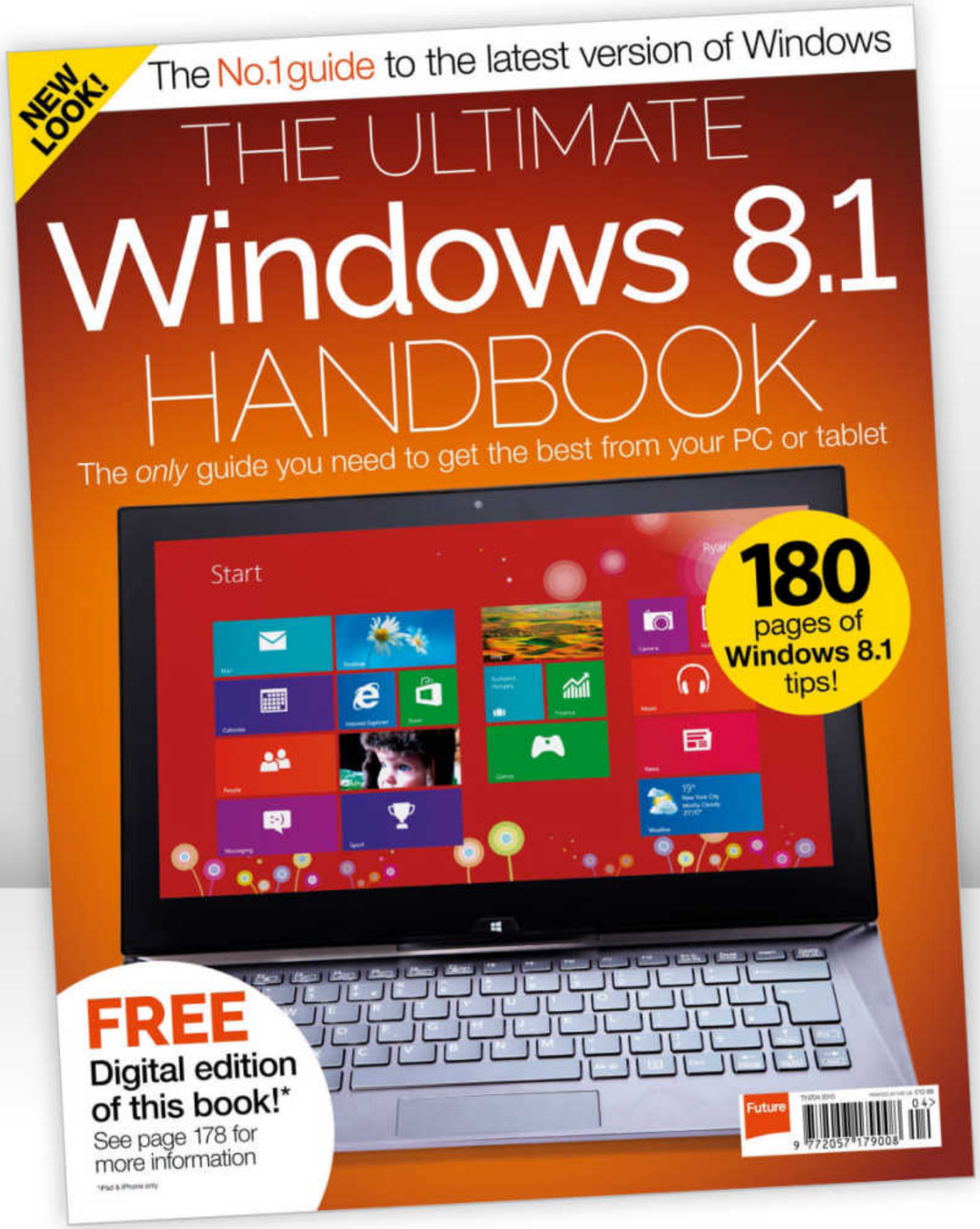
9 Send files remotely

You can also send files from your PC to your email. To do this, you'll need to know where on your PC you saved the file. Type in **getfilelist** then the drive letter (usually C) to get sent a list of files and their locations. You can then type in **getfile** and the location of your file. For example **getfile C:\Users\Matthew\Documents\myfile.doc**.

10 Keep track of what's going on

You now know the basic functions of TweetMyPC and can use it to remotely control your PC. It can sometimes take a while for the commands to come through, so be patient. Once a command successfully completes, you'll get a tweet telling you what has happened – so you'll know that TweetMyPC is working correctly. ■

GET THE MOST FROM WINDOWS 8.1



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WINDOWS 10
BEYOND THE MANUAL

Online

There's a lot you can do once you connect Windows 10 devices

126 Hands-on with Windows 10 Mobile
An exclusive early look at the future of Windows Phone

128 OneDrive to rule them all
Use Microsoft's cloud storage system to the full

136 Use the Mail app
Windows 10's redesigned Mail app will keep you connected

140 Connect your phone to Windows 10
Keep Android, Windows or iOS phones in sync with your PC

142 Welcome to Edge
Microsoft Edge is Windows 10's brand-new browser

Hands-on with Windows 10 Mobile

An exclusive early look at the future of Windows Phone

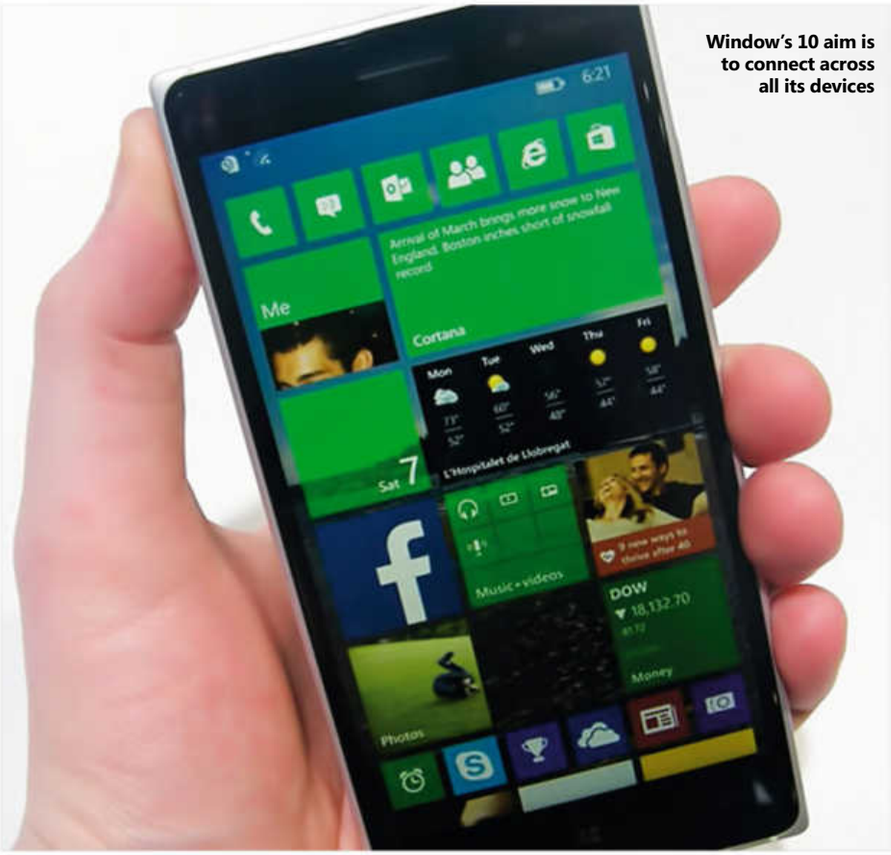
Windows Mobile is the official name for Windows 10 on phones. And while it's not out yet, we thought we'd bring you a sneak preview of the latest build, as we were lucky enough to get some hands-on time with the developer version of Windows 10 Mobile at this year's Mobile World Congress (MWC).

Microsoft's aim is to connect devices using the same apps across desktop, tablet, smartphones and even the Xbox One. This means all Microsoft devices from now on are likely to run with a certain version of Windows Phone 10 installed – even the exciting Microsoft HoloLens (an augmented reality headset that's due out late in 2016) reportedly runs in conjunction with the operating system.

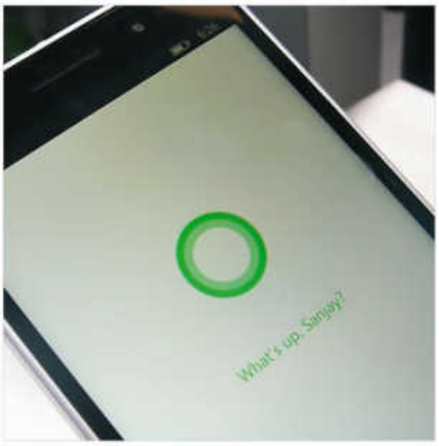
Microsoft shared more details of the platform at this year's MWC and revealed that any device currently running Windows Phone 8.1 will be upgradeable to Windows Phone 10 by the end of the year for free.

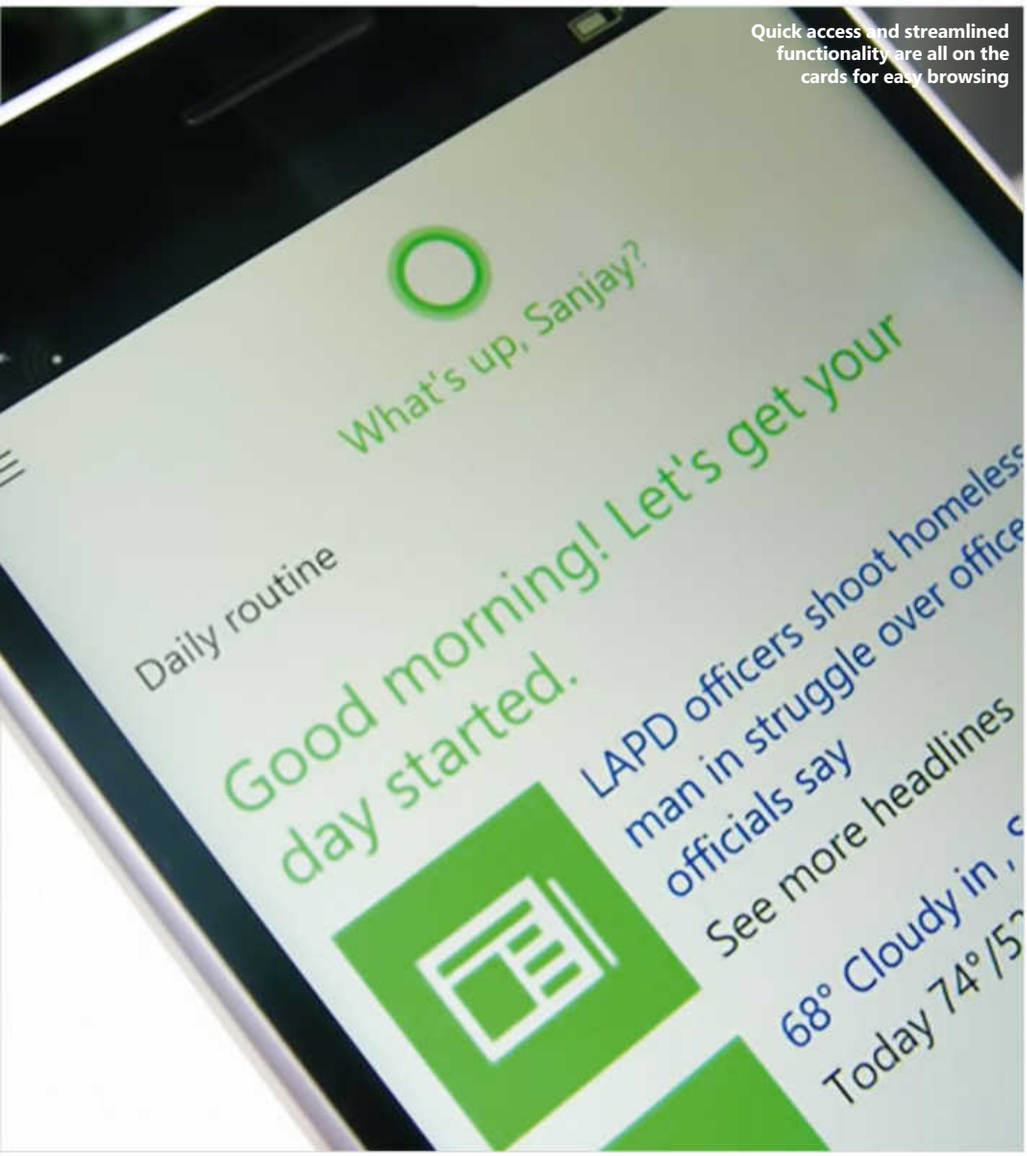
Let's get down to using the new system. A change we noticed immediately with Windows 10 Mobile was the way it looks. The screens now have translucent tiles, meaning your background image will show through (while not being too distracting). It adds a different flavour to the design and definitely makes it look more exciting than the boring solid-colour backgrounds of Windows Phone 8.1.

The Settings menu has also had some



Window's 10 aim is to connect across all its devices





Quick access and streamlined functionality are all on the cards for easy browsing

touch-ups and is now organised in a way you'd expect to see on your PC desktop. Quick settings has expanded, adding in a few more useful options that can be accessed with a couple of taps. A swipe right will still take you to the list of all installed apps, but at the top is a new section called the 'Download Tank'. This is where all the recently installed apps sit, making sure it's easy to access software additions to your phone. It's a novel idea but we feel this space would have been better for favourite apps, or for apps that we don't necessarily want to install as live tiles on the home screen but need easy access to (especially if they're towards the end of the alphabet and it takes forever to scroll to them).

Microsoft's main push with Windows 10 is the collaboration aspect. Universal apps will see all applications looking the same and syncing across mobile and desktop devices instantly. With Microsoft's cloud services you can begin typing out a new document on one Windows 10 device, before going to another device and picking up where you left off.

Then there's the Edge browser. This is Microsoft's new internet client, which will feature on Windows 10 Mobile as strongly as it does in the desktop version of the release. Meanwhile, Cortana, which originally came from Windows Phone 8.1, has undergone more upgrades to fit in with Windows 10 Mobile.

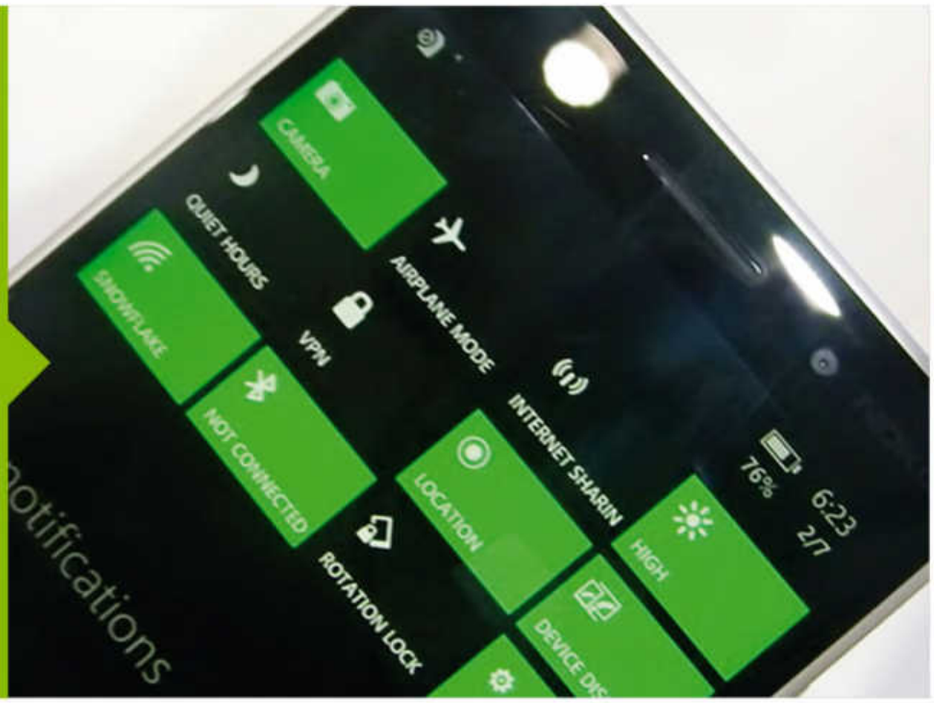
Windows 10 will be launching in the UK, USA and China later this year, there is still no news on when it'll arrive in Australia, though. For now we look forward to seeing the real thing when it eventually arrives. ■

Early verdict

A brief amount of time with the Windows 10 Mobile platform shows real promise and everything is taking a step in the right direction for the OS that always feels like it's playing catch-up. Windows Mobile is looking the best it has ever done and it offers more functionality than ever before.

The main focus of the new upgrade is to connect with other Microsoft products, but if you haven't got a Windows laptop or PC then the extra mobile features might be a little redundant for you.

If you do have a Windows 10 PC, it will offer a lot more collaboration options, strengthening itself as a mobile operating system. However, there's still a long way until it can catch up with iOS or Android.



ONE TO RULE

OneDrive
Plans
Business
OneDrive
for Business
Try/Buy
Download

DRIVE THEM ALL

Use Microsoft's cloud storage system to access your files wherever you are

As Microsoft's own online storage offering, OneDrive joins the likes of Dropbox, Google Drive and BT Cloud in the scramble to get your files backed up in the cloud – that nebulous term for banks of storage racks humming away in a data centre... somewhere.

OneDrive has been through a couple of different incarnations since its launch in 2007. You might remember it as SkyDrive, which was its codename before it became available for beta-testing as Windows Live Folders. It became Windows Live SkyDrive very shortly after launch. The 'Windows Live' part of the name was quietly dropped, and SkyDrive rumbled on through the launches of Windows 7 and 8 until 2013, when a case in the High Court in London determined that the name infringed BSkyB's 'Sky' trademark. From these Murdoch-stoked ashes rose OneDrive, and that moniker is the one you'll find today in Windows 10.

Cloud storage is important for anyone who wants an off-site backup of important information they can't afford to lose. This might be your accounts, irreplaceable photographs or home movies. OneDrive protects you against data loss by saving multiple copies across its servers, so if one fails there's always another to take its place. Your data is hidden behind a password and two-step authorisation system (if you enable it) so only you can access it, and thanks to mobile apps, everything stored there can be at your fingertips wherever you are, on any device. You can think of OneDrive as an extra 15GB of storage for your smartphone; the files from your PC can be delivered over its data connection with a few taps.

If you're a Windows 10 user, you'll find that OneDrive is built in, and because you use a Microsoft account to log in to your computer it will use OneDrive to sync your files and settings across multiple PCs. If you're using a version of Windows older than 8.1, there's a desktop app that offers file syncing.

ONEDRIVE IN WINDOWS 10

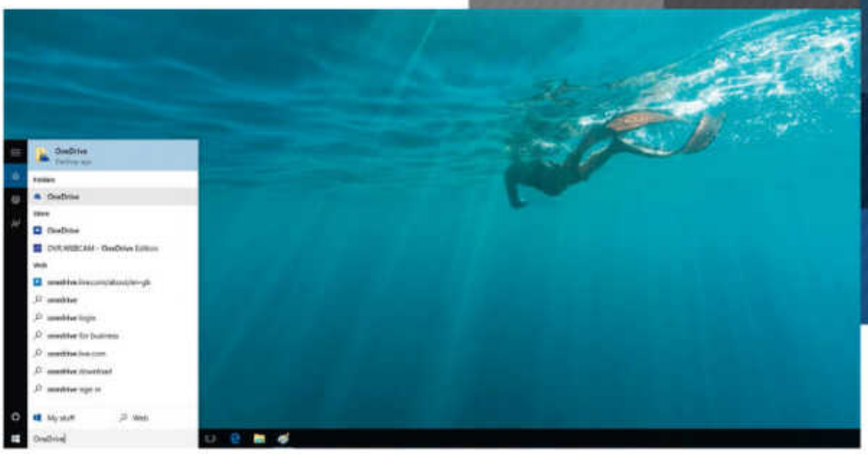
Microsoft has made the cloud an integral part of its latest OS

For Windows 10 users, OneDrive is transparent as long as you're signed in with a Microsoft Account. Running automatically in the background, backing up your documents and settings, you may never even know it's there.

Bring up the Start menu, and start typing OneD... by the time you've got that far through its name, Windows will have found its sole option - opening the OneDrive folder. OneDrive options are spread around Windows 10 rather than existing as a dedicated app, but pay a visit to the System Tray, and you'll find a OneDrive icon there which allows access to settings and help if you right-click it.

Click on 'OneDrive Storage Space', and you'll open a web page dedicated to your OneDrive. First up is your free space. You get 15GB by default, although there are ways to expand this. That's quite a lot of storage though, as you're only going to use it for documents and data rather than for installing programs or operating systems.

There aren't many options on the web page other than the prominent 'Buy more storage' button. Saving documents to OneDrive is enabled by default in recent version of Office, but you may still want to move your Documents and Pictures folders inside the OneDrive folder so that all your documents go into the cloud as well as being stored locally on your hard drive. If you've got more than one Windows PC, logging into them all with the same account means your documents will be automatically synced between the computers, so you'll never need to run upstairs to switch on the desktop computer to find a spreadsheet when you could be sitting in the garden with your laptop instead.



SEARCHING WINDOWS In Windows 10, it's easier than ever to find what you're after

PC settings can also be synced between computers, including things like desktop icons and wallpaper, making it feel like all your computers are one computer and removing the need to make the same change to all your systems.

Click 'Accounts' in Windows' Settings app to find the sync settings. If you want your PCs to feel familiar, with no differences in wallpaper, Start screens or even things like browser and mouse acceleration settings, then turn all these options to 'On'. This also means that you can save all your PC settings to OneDrive without having them synced across multiple computers. You can restore the settings to your PC if you ever need to replace its hard drive, or reinstall the operating system for another reason, making your 'new' computer just like your old one.

You can also automatically upload your pictures from your PC hard drive to OneDrive, and 15GB can hold a lot of photos. Make sure syncing of the Pictures folder is turned on in OneDrive settings, then you can forget about it. Every time you save a new photograph to your PC, it will appear online a little later, depending on the speed of your internet connection. Once it's there, it will also be available to any other PCs or devices you're logged in to with the same Microsoft account.

Photo uploading also works the other way – images taken on your phone can be synced to your desktop PC without having to connect the two with a cable. This is where the final option in Settings comes into play: Metered Connections.

If you're using Windows 10 on a tablet or laptop with a SIM card slot, you might not want uploaded photos running up your phone bill. Metered Connections gives you options for controlling this, allowing your device to synchronise settings, for example, while turning off photo or movie uploading while you're using mobile data.

WHAT ABOUT WINDOWS 7?

Microsoft hasn't forgotten about the legions of users Windows 7 still commands. While the venerable operating system doesn't have the full OneDrive functionality of Windows 10, there's still an app you can download to gain at least some of the cloud backup features.

To get started with OneDrive, point your Windows 7 PC's web browser to www.onedrive.com, where you can either sign in with an existing account or create a new one. You don't have to do that yet though – just click 'Get OneDrive on your devices', then 'Download OneDrive for Windows' on the left-hand side.

A setup file will download, which you can double-click to run, and the app will install. You'll need to provide the app with account details and choose a location for the OneDrive folder on your hard drive. Any files you copy into this OneDrive folder will be mirrored on the OneDrive website, and any you upload from mobile devices will appear here once synchronisation has taken place.

If you've got a lot of data stored in the cloud that you don't want to appear on your hard drive, you can use OneDrive's selective sync feature to limit what gets downloaded. Right-click the OneDrive icon in the notifications area, then select 'Settings > Choose Folder > Choose Folders'. Here you can decide which folders stay in the cloud, and which ones are synced for you to use.

OFFICE ONLINE

It's Microsoft Office, in your web browser

Since 2010, Microsoft has offered a cut-down version of its Office suite that runs in your web browser and saves its files to OneDrive. Office Online is completely free to use, and for general word processing and light spreadsheet use, it's the only office suite you'll need (as long as you're connected to the internet).

To use Office Online, head to www.office.live.com and click the tile for the application you want to use. You might have to sign in with your Microsoft account if you haven't already done so. You'll be offered the choice between templates or a blank document, just as you would in the desktop version of Office, and the apps behave very like their full-fat cousins – the ones Microsoft would like you to pay for.

Office Online documents are saved in the Documents part of your OneDrive folder as ordinary files (.docx, .xslx, etc), just like the desktop equivalents would. This means you can write up a proposal and send it by email as a simple attachment to be opened on the recipient's PC. And while it's not made very clear, you can rename a file by clicking its name on the browser app's blue header bar, so you don't end up with lots of files just called 'Document'.

There's something else OneDrive can do that's a little more clever. You can use it to embed documents into websites, making it easy to display information that can be edited in Office Online rather than tinkering with HTML.

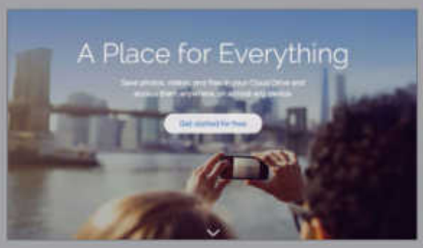
From your Office Online document, select 'File' (that's Office Online's File menu, not your web browser's) then 'Share'. Hit the blue 'Generate' button, and you'll be prompted to select a width for your document in pixels. When you're happy, copy the code from the bottom of the window, and paste it into a page of your website. Your text, table, presentation or diagram will now be visible to anyone who visits your site.

OFFICE ONLINE Microsoft's suite of programs are available as free online apps, with a few features trimmed out

GET FREE SPACE FROM ALTERNATIVE CLOUD SERVICES

BOX Box has been around since 2005 and currently offers 10GB with a free personal account. The size of each file, however, is limited to 250MB. This makes it less useful for archiving movie files, which can be very large. In comparison, OneDrive and Dropbox allow files up to 10GB each. You can expand Box to unlimited storage with a paid-for enterprise account.

iCLOUD Apple recently expanded its online storage offering, with 5GB available for free and 20GB for 79p a month. If you're an iPhone user you'll already have an iCloud account attached to your Apple ID, but iCloud doesn't work like other cloud storage offerings. There's no simple folder syncing here, even through the Windows app.



AMAZON CLOUD DRIVE Amazon offers 5GB for free and paid plans ranging from 20GB for £6 a year up to a whopping 1TB for £320 a year. Geared more toward photo and video backup rather than general file storage, Amazon offers apps for mobile devices, but documents other than photos and videos won't appear on mobiles even if they're in your drive. Only eight devices are allowed access to your account at any one time.

IFTTT AND ONEDRIVE

Automate your cloud backups

AUTOMATED Save pictures from your preferred service straight to OneDrive

If This Then That (www.ifttt.com) is an extremely handy online service that can automate the interactions between other online services. This sounds like madness, but a simpler way of thinking about it is that, if you want, all the pictures you're tagged in on Facebook can be saved directly to OneDrive.

The service keeps running until you tell it to stop, so any pictures you're tagged in future will be saved to OneDrive too, and from there appear on your hard drive.

IFTTT uses 'recipes' to do its work, and at the time of writing there were 643 available that make use of OneDrive, from saving all your Instagram photos to OneDrive, to Gmail attachments (useful for immediately opening Office documents in Office Online), to Bing's image of the day. You can even save tracks from Soundcloud direct to OneDrive, if they're available for download.

If you're looking for a really secure off-site backup plan, you could even use IFTTT to synchronise the contents of your OneDrive with another cloud storage system, such as Dropbox, mirroring your files between the two and knowing nothing will be lost.

GET MORE ONEDRIVE STORAGE

Until the end of September 2014, any user who activated automatic picture uploading to OneDrive, would be rewarded with an extra 15GB of free space, for a total of 30GB. Sadly that's now passed, but there are other ways you can boost its capacity.

Referring your friends is the easiest, and is free. On www.onedrive.com, click the Get more storage link at the bottom of the right-hand sidebar. You can earn a 500MB bounty for anyone who signs up for the service from one of your referral links – something that's well worth having even though it might take a lot of friends to match the 15GB of free capacity.

The alternative is to pay for it. Extra storage can be bought from the OneDrive website, or through the OneDrive storage space app. Either way, the only way to access truly huge amounts of storage, enough to back up whole hard drives' worth of data, is to pay for it, and this is likely to be the choice of the professional who can't risk losing images, movies or audio data.

A terabyte of space will set you back £7.99 a month. It's not a huge amount of money, and this includes a subscription to Office 365 for five users – each of whom gets the full 1TB.

There are cheaper options available. £1.99 or £3.99 a month gets you 100GB or 200GB of storage space respectively (in addition to your free 15GB), but without the Office subscription.

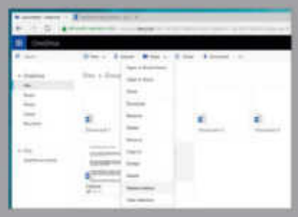
FINAL FRONTIER It's easy to get more space completely free

TIPS AND TRICKS

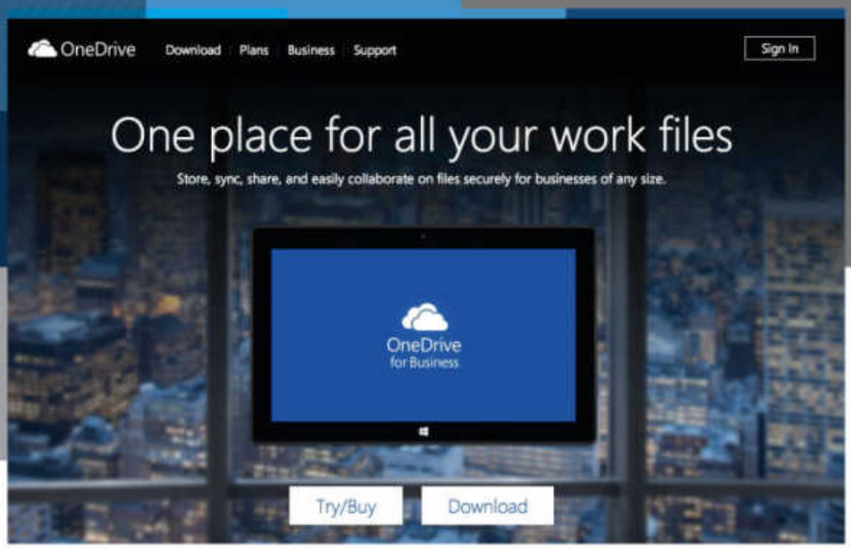
SELECTIVE SYNC

Windows 10 drops the file placeholders seen in Windows 8, as many users found them confusing. Instead, there's now a Dropbox-like selective sync system that lets you choose exactly what data ends up in the cloud. Right-click the OneDrive icon in the system tray and choose Settings, then click the Choose Folders button on the Choose Folders tab. Tick the folders you want to back up.

VERSIONING



Shared documents are vulnerable to being overwritten, but OneDrive allows you to roll a file back to an earlier version, potentially saving hours of work. Head to www.onedrive.com and log in. Find the document in question, right-click it and select 'Version history'. The document will open in a new browser tab, with a sidebar that lets you see earlier saved versions of the file.



ENTERPRISE OneDrive for Business offers many tools and services not included in the home version

ONEDRIVE FOR BUSINESS

Those about to work, we salute you

OneDrive for Business can be seen as a company's fileserver, but online and accessible from anywhere. This enterprise version of OneDrive is fundamentally different to the consumer edition we've discussed in the rest of this feature, though. Although they're both available under the same OneDrive banner, OneDrive for Business runs on Microsoft's older Sharepoint application framework, first launched in 2001.

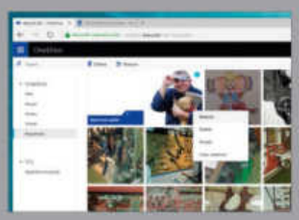
This means that if you use OneDrive for Business, you won't be able to use the same username and password to log into a standard OneDrive account. The two services have different development histories and different ways of working.

In general use, OneDrive for Business looks and acts just like the consumer version, with integration into Office Online and the desktop Office apps available as part of Office 365. Teams can collaborate on documents, with OneDrive for Business keeping files up to date across computers that aren't necessarily all in the same building or connected to the same network, as long as they're online. There's protection against data loss built in, too.

If you can't connect to the internet, OneDrive for business will sync your documents as soon as you reestablish a net connection.

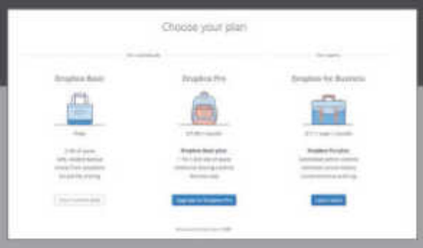
OneDrive for Business is a powerful aspect of the service, which comes with a monthly fee for every user, but offers 1TB of storage for each one.

RECYCLE BIN



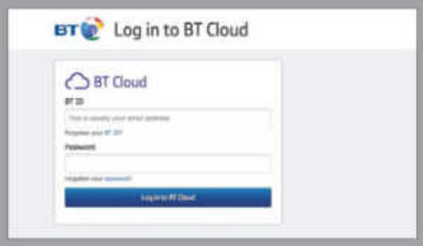
If you've deleted something from OneDrive by mistake, head to www.onedrive.com and log in. On the left, near the bottom of the sidebar, you'll see a link to the Recycle Bin, which behaves much like the one on the Windows desktop. Find the file in the list and right-click it, then select 'Restore' from the menu that appears. Your file should now be back in your OneDrive folder.

GET FREE SPACE FROM ALTERNATIVE CLOUD SERVICES



DROPBOX Dropbox is a simple idea: a single folder on your PC that's synced through the cloud and appears the same on every computer you sign into it on. There's an app for most platforms – including mobile, where your files can be viewed and individually downloaded – but you only get 2GB of space for free. Upgrade options include 1TB of space for £7.99 a month.

GOOGLE DRIVE Google's cloud service offers 15GB of storage space for free, and is tied in to the Google Docs online office suite that works very much like Office Online. Your storage space is shared across Drive, your Gmail inbox and Google+ photos. Upgrade options span from 100GB for £1.25 a month all the way to 30TB for £190 a month.



BT CLOUD If you're a BT Broadband customer, BT Cloud is worth a look as it offers up to 50GB of free space, depending on your package, as a nice bonus on top of your monthly broadband payment. BT Cloud works through an app on desktop and mobile devices that lets you decide what it back up. Set it to watch your Documents folder, and anything that appears there is silently sent to the cloud.

APPS THAT WORK WITH ONEDRIVE

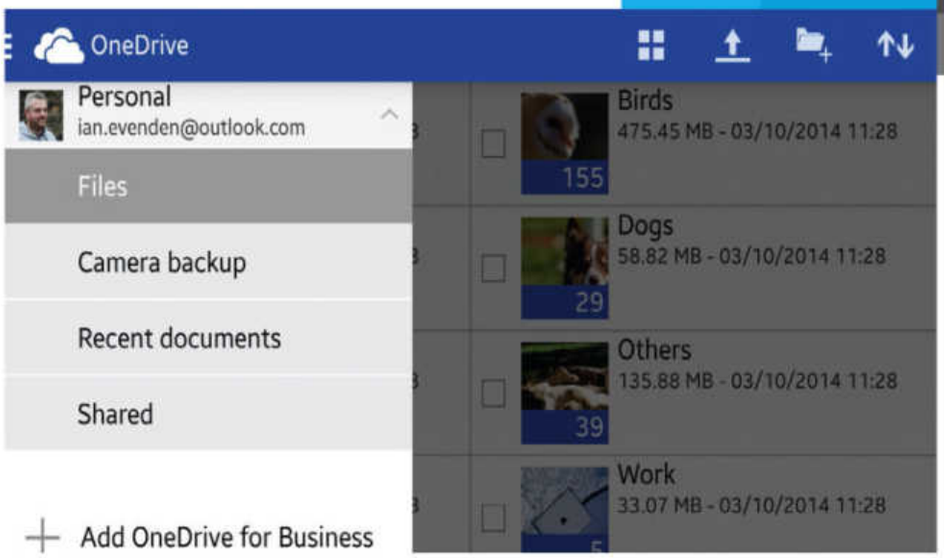
Gigabytes of cloud storage are no good unless you put them to use

OneDrive's integration with other apps is one of its most powerful features. These apps come in two guises: those that use OneDrive as a storage area, allowing your data to appear on every device running the same program, and those that add OneDrive functionality to devices that otherwise wouldn't have it.

To get OneDrive on your mobile device, head to the appropriate app store. For Apple devices that's the iTunes App Store, where you'll find a OneDrive app that's designed for use on both iPhones and iPads. For Android phones and tablets there's an app on Google Play, and Blackberry users will find one on Blackberry World. Windows Phone users can get it from Apps+Games if it's not installed already, and Xbox One gamers can install OneDrive on their consoles. There's even a plugin for the Chrome web browser you can install from the Web Store, but it seems to do little other than launch the OneDrive website.

The website is a useful way of accessing files if you can't install an app on the PC you're using, as you can still upload and download the files you need manually. In this way, OneDrive becomes like a remote USB flash drive, allowing you to copy files and take them to another computer – as long as you're connected to the internet.

The mobile apps work in a similar way. Because of the limited storage on mobile devices – 16GB isn't an uncommon capacity, and many don't have a microSD card slot to add more storage – syncing all your OneDrive files to them is impractical and could push up your phone bill if it's using your mobile data connection.



TEAMWORK OneDrive is an excellent counterpart to many other apps on both your Windows PC and mobile devices

Unlike their desktop counterparts, mobile OneDrive apps display the contents of your OneDrive folders without immediately downloading their contents. You can browse your files, choose the ones you need, then save them to your phone, but any changes you make to them will not be saved and synced to your other computers unless you re-upload the file to OneDrive.

OneDrive offers automatic camera roll uploading for mobiles, something it has in common with other cloud services such as Dropbox. This means that if you take a snap with your phone camera it will upload to the cloud, and appear on your desktop PC the next time you switch it on, without you having to connect the two devices and copy the file over manually.

Anyone reading the news recently will be aware of the 'leak' from Apple's iCloud of intimate photographs of celebrities. OneDrive has some of the toughest terms and conditions of any cloud service. Content placed in OneDrive is monitored by Microsoft, and anything that contravenes the service's code of conduct is subject to removal, and the account that placed it there can face being closed down.

Photos on OneDrive are scanned with Microsoft's PhotoDNA tool, also used by Google and Facebook, and subject matter that contravenes the code of conduct includes nudity, and anything related to the purchasing of guns. This means celebrities' nude selfies couldn't leak from OneDrive, as in theory Microsoft would have removed them long before.

The second type of app is aware of OneDrive, and will sync its data through it across devices without you needing to set it manually. There's a small but growing number of apps that support this functionality, including OneNote, which we discuss in greater depth below, 3D image visualisation app Cooliris and Genius Scan +, which uses your phone to scan documents and upload them to the cloud.

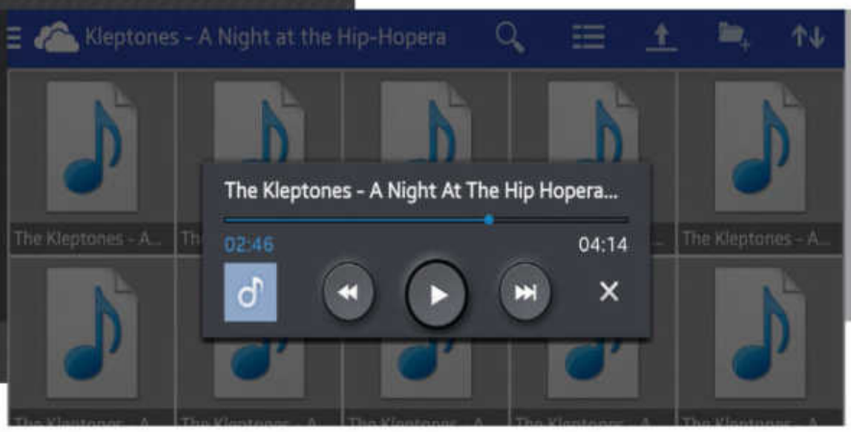
These apps often come with a desktop counterpart, so the OneDrive integration makes sense as you can view your work on a larger screen, and go on to share or even print your creation – perhaps incorporating it into a PowerPoint presentation that will, in turn, be saved back into OneDrive and shared with multiple recipients.

TAKE NOTE OF ONENOTE

OneNote is an interesting app first released by Microsoft 10 years ago, but recently made available for free on many different platforms. In essence it's a notebook, and indeed its saved files – placed in OneDrive – are referred to as such. It may look a little like a word processor, but OneNote allows you to save pictures, drawings and text anywhere you like on its pages. Just tap or click somewhere and start typing – or write with a stylus or finger.

OneNote comes into its own on tablet computers. Its functionality is built in to the Surface Pro 3, where clicking the Surface Pen will allow you to take a note even if the device has its screen locked. You can have it on your iPad and make a shopping list as you look through your kitchen cupboards that's then synced to your Android phone ready for reading back when you're at the supermarket. Or you can arrange pictures you've taken into the order you want, then view the arrangement on your desktop PC when you get home. Notebooks are also available in a web browser at www.onenote.com

It's a powerful and convenient way to take notes, especially with a touch interface, and the OneDrive syncing means you're never far away from your most recent to-do list.



LISTEN UP You can play music stored in your OneDrive account using the service's mobile apps

MEDIA STREAMING

Listen to music stored in your OneDrive account anywhere

While Microsoft, at the time of writing, has yet to announce a music streaming service that includes OneDrive, the functionality is there within its mobile apps.

If you upload your legally acquired MP3s to a folder on OneDrive, taking careful note of the recent changes to the UK's copyright laws, which came into effect in September, and then access the folder from one of OneDrive's mobile apps, you'll find you can play the files from within the app on iOS, and using the built-in Sound Player app on Android.

Of course, Microsoft has a full streaming music service called Groove Music that you should probably use instead, since it's free for the basic version. You can find out more about it on page 60 this issue.

You can also use the OneDrive website to play video files directly from your storage, as long as they're in the MP4, QuickTime movie (.mov) or Apple video (.m4v) format.

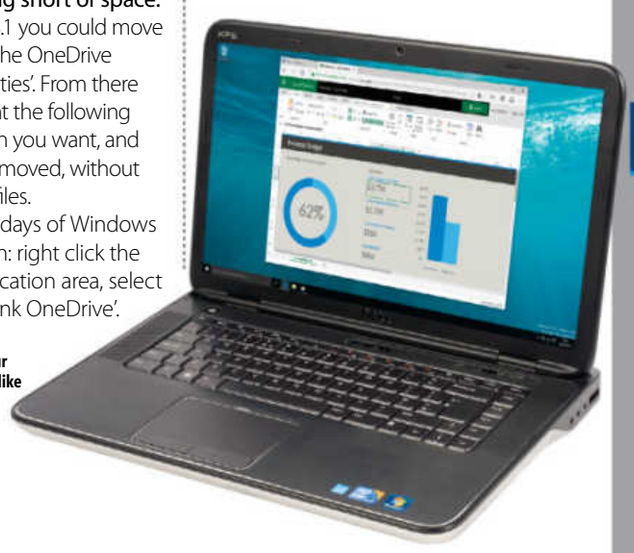
MOVE YOUR ONEDRIVE FOLDER

Make Microsoft's cloud storage work around you

The default location of your OneDrive folder is in C:/user/name/, but Windows 10 removes the ability to move it to a more convenient location – perhaps on a larger hard drive if you're running short of space.

In Windows 8.1 you could move the folder by right-clicking the OneDrive folder and selecting 'Properties'. From there click 'Location > Move'. Point the following window to the new location you want, and click 'OK'. The folder is then moved, without having to redownload the files.

A workaround from the days of Windows 7 and 8 works in 10 though: right click the OneDrive icon in the notification area, select 'Settings' and click on 'Unlink OneDrive'. You'll go through the same setup procedure you did when you first started using OneDrive, and will have to wait until your files download from the internet into their new location before it's finished. ■

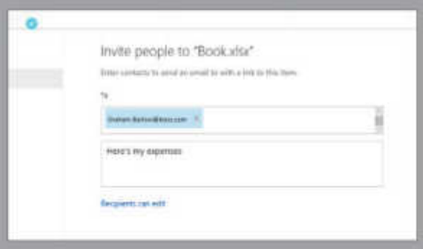


MOVE IT, MOVE IT You can keep your PC's OneDrive folder wherever you like

SHARE A DOCUMENT FROM ONEDRIVE

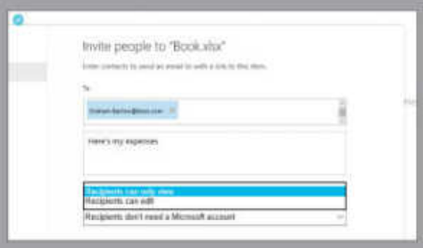
1 CHOOSE TO SHARE

You can share documents and folders directly from OneDrive in Windows 10, and allow recipients to either read or edit them. From the desktop, locate the document you want to share and right-click it, then select 'More OneDrive Sharing Options'. Your web browser will open and load the OneDrive website, so you might need to log in.



2 ADD RECIPIENT

Once logged in, you'll get a screen like this one. If using an operating system older than Windows 8.1, you can share the file from the website and get to the same stage. Enter the email address of the recipient, and type a message in the box if you want. An email with the message and a link to the document will be sent to the recipient.



3 SET PERMISSIONS

There are a couple of further options on the webpage, accessed by clicking the blue 'Recipients can edit' link. Here, you can choose whether your recipient can edit the document or merely read it – editing is useful for collaborating with workmates, but not ideal in every situation. Last is a toggle for whether or not the viewer needs to log in with a Microsoft account.

Learn how to...

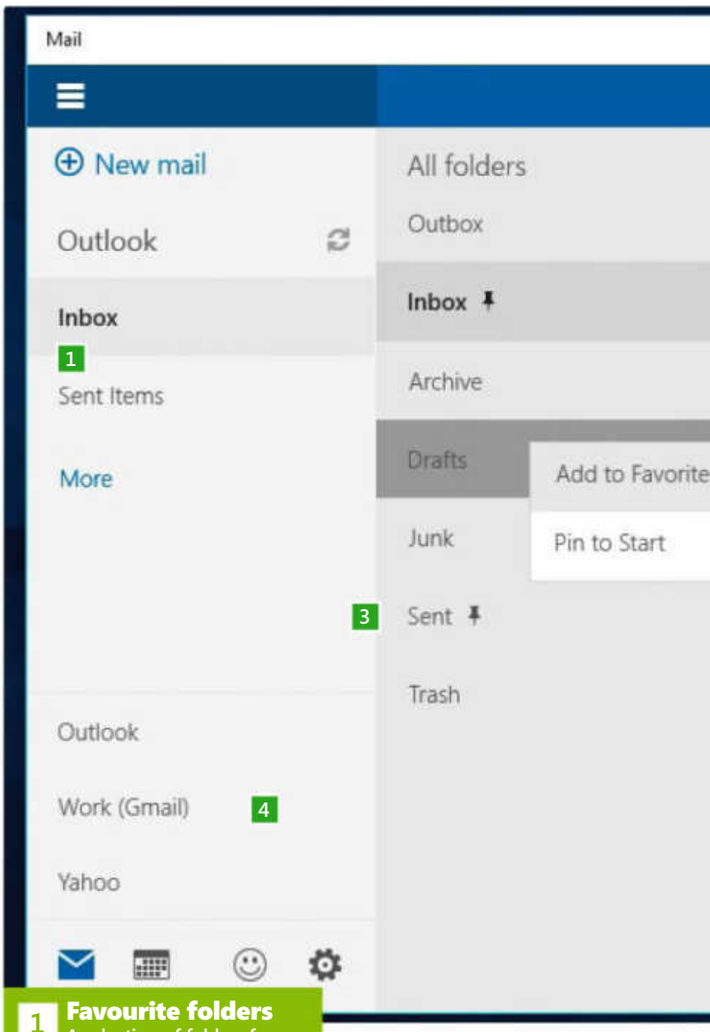
Use the Mail app

Windows 10 includes a completely redesigned Mail app that will also keep you connected to web mail

TIME TAKEN
15 Minutes

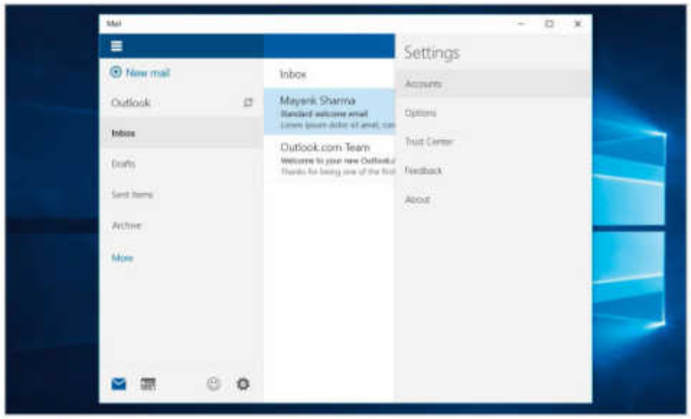
The Mail app is one of the most used desktop apps and it's been completely redesigned for Windows 10. You'll notice Mail has a new smart-looking interface along with some great new features.

As well as doing all the usual email-related tasks, the new app makes it easier to access your web mail, especially if the email address is a Microsoft account and ends in outlook.com, live.com, hotmail.com or msn.com. For these sorts of addresses, Mail will automatically fetch your email as soon as you sign into Windows. And if you have an email account from a non-Microsoft provider, such as Gmail or iCloud, you can still easily configure the Mail app to connect with your mail provider. Read on for a guided tour around your new Mail app!



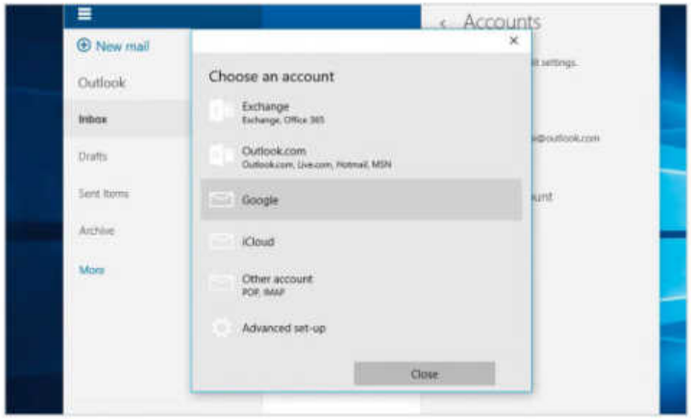
1 Favourite folders
A selection of folders from the currently open email account.

Set up the Mail app



1 Launch Mail

Bring up the Start menu and launch Mail by selecting its tile, or type **Mail** into the search box or head to 'All apps > Mail'. If you've signed into Windows using an address from a Microsoft-affiliated email service, the app will fetch your email without configuration. If you use another email provider, click the Gears icon to reveal the Settings tab.



2 Add a supported account

Click 'Accounts' in the Settings tab, then click 'Add account' to connect Mail with your non-Microsoft email provider. The app will display a list of email providers including Google and iCloud. To set up a Gmail account, click on 'Google', then enter the details for your email account when prompted. Now click 'Accept' to authorise Windows to connect to and manage your email account.

Reply | Reply All | Forward | Archive | Delete | Flag

Welcome to your new Outlook.com inbox

Outlook.com Team
16:09

16:12

16:09

2

Here are a few tips to help you get started:

Navigation

Click the app launcher icon next to the Outlook.com logo to navigate to:

- People: Add contacts from other services, like Facebook and Google
- Calendar: Access reminders and appointments from your devices
- OneDrive: 15GB of free storage for your photos and files

Email basics

2 Folder contents
The middle pane displays the messages that are inside the folder to the left.

3 All folders
The More button reveals all folders in an email account.

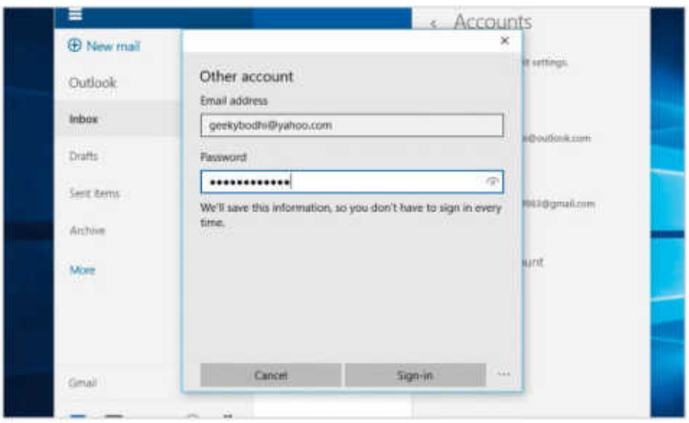
4 Other accounts
The bottom section of the left-hand pane lists any other configured email accounts.

Jargon buster!

Microsoft account
An email address that you can use to sign into all Microsoft devices including your PC, XBox and Windows Phone.

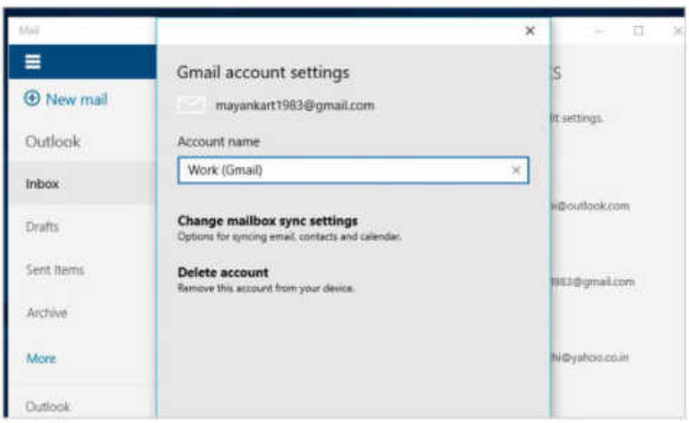
iCloud
Apple's cloud storage service, which also includes an email account.

IMAP/POP
The two most common protocols used for accessing email, with IMAP being the more popular.



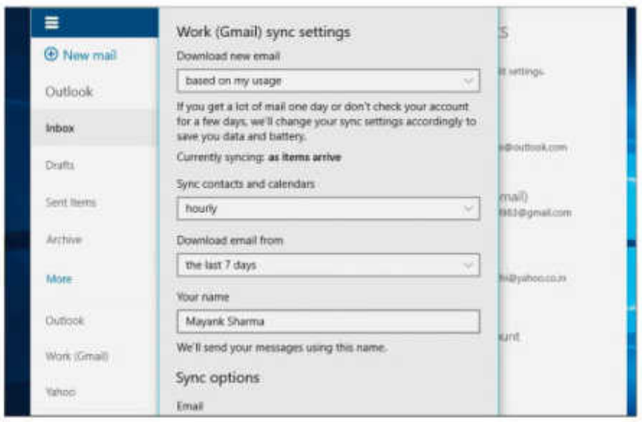
3 Add an unsupported account

If your email provider isn't in the list, you can configure an unlisted service (such as Yahoo). Just select the 'Other account' option in the list of account providers and enter your complete email address and password in the following screen. Mail will now try and automatically fetch the relevant IMAP/POP settings and connect to the service provider using this information.



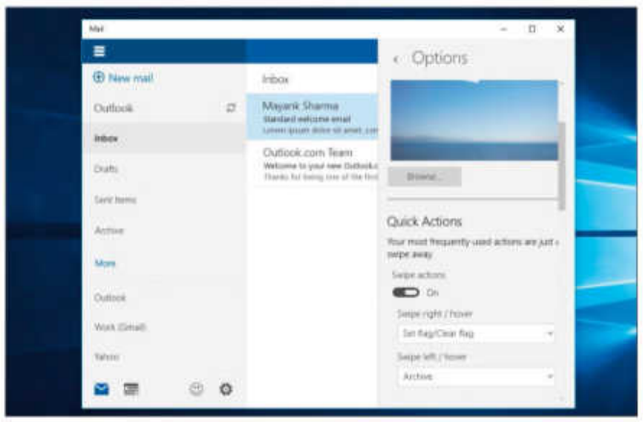
4 Change default settings

After you've added your email account, you'll be sent back to the Mail app and you'll see the account in the Settings tab. You can now review and customise the default settings for the account however you like. Select the account you've just configured to bring up the settings. Here you can change the name of account, which defaults to the name of the service provider.



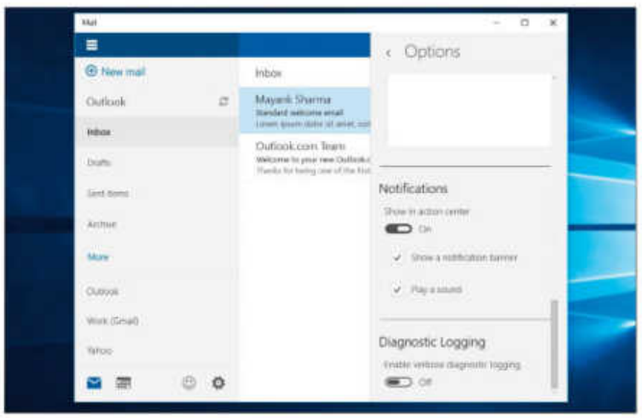
5 Customise sync settings

In Settings head to 'Change mailbox sync' settings. Click the button to bring up any customisable sync settings. For example, you can choose a different time than the default 'three months' option for downloading old emails. Also, while the app checks for new email depending on your account activity, you can manually set the period for the app to check for new email.



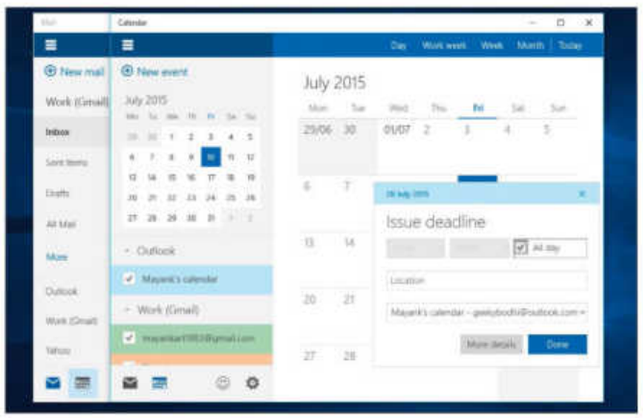
6 Tweak default options

In addition to account-specific options, Mail also hosts options that affect all configured accounts. To view these, return to Settings and select 'Option'. The first option lets you select a background image for the app. Scroll down to 'Signature' to define a signature. Users with touchscreens can enable the Swipe Actions feature and define an action for left and right swipes.



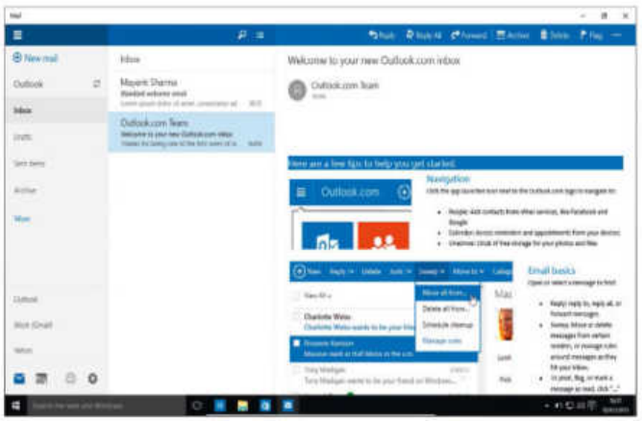
7 Control notifications

When a new message arrives, Mail can also send you notifications via the Windows 10 Action Center. To enable these alerts, simply scroll to 'Notifications' in the Mail options screen and make sure the 'Notifications' option is enabled. The app can notify you by displaying a banner and/or by playing a sound.



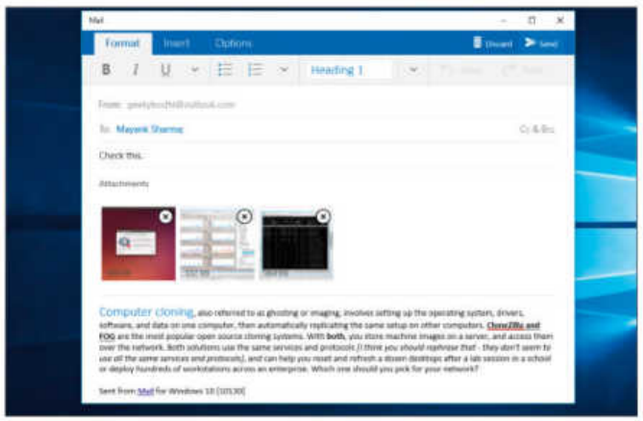
8 View Calendar

Most email providers host an online calendar, and Mail will sync your calendar via Windows 10's associated Calendar app. To view the calendar associated with an email account, simply click the Calendar icon in Mail's main screen. Any changes to the offline Calendar are automatically synced to the online version.



9 Navigate the interface

Mail's new interface is easy to navigate. If you have multiple accounts, the app opens the last accessed account on launch. The left panel is divided into two sections below the New Mail button. The top panel shows the folders of the open mail account and the lower panel lists all the configured accounts. Click on a folder to display its contents.



10 Write email

To compose a message click on 'New mail'. The new email screen has three tabs. These are: 'Format', which displays options to format the text of the email; 'Insert', which offers options for attaching files; and 'Option', which helps you mark up important messages and spellcheck emails. When you're done with your email, hit 'Send' as normal. ■

Future

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Learn how to...

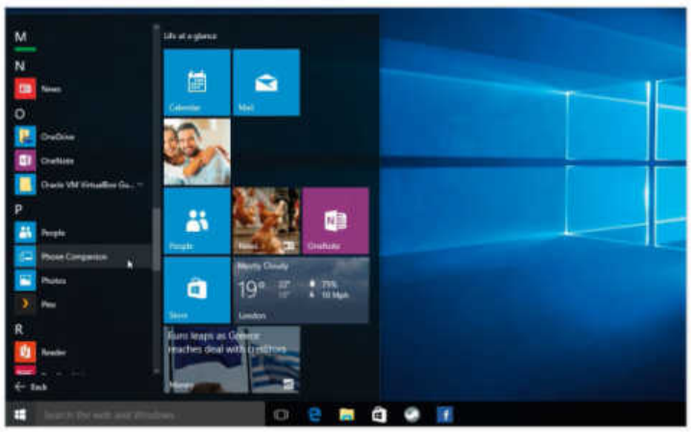
Connect your phone to Windows 10

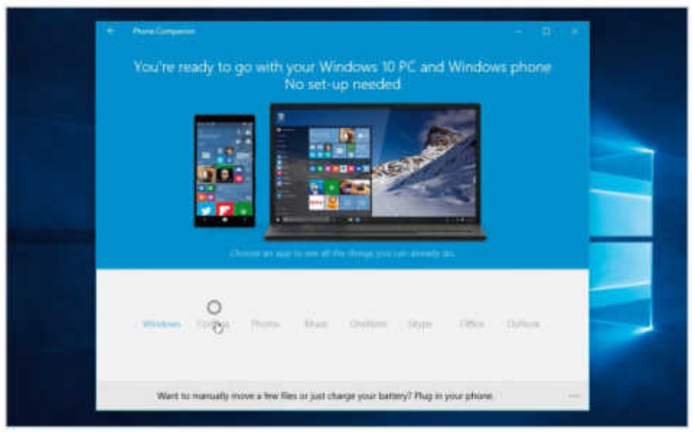
Keep Android, Windows or iOS phones in sync with your Windows 10 PC and access Cortana with the help of Windows Phone Companion

TIME TAKEN
20 minutes

These days, more and more of us are juggling multiple devices, from PCs and laptops to phones and tablets. They used to exist in isolation to each other, but now a range of apps and services exist to tie them together, making the transition from one to the other as seamless as possible. Microsoft's cloud-based services include OneDrive.com, Office 365 and Outlook.com, and the good news is there are free apps for your mobile – including Android and iPhone – that let you stay in sync with your PC. Now you can seamlessly move your Skype chat from PC to phone (and back again) without having to halt the conversation.

If you're struggling to get these set up, then Windows 10 has just the app for you: Phone Companion. Read on to discover how it helps get your phone and PC connected to each other.



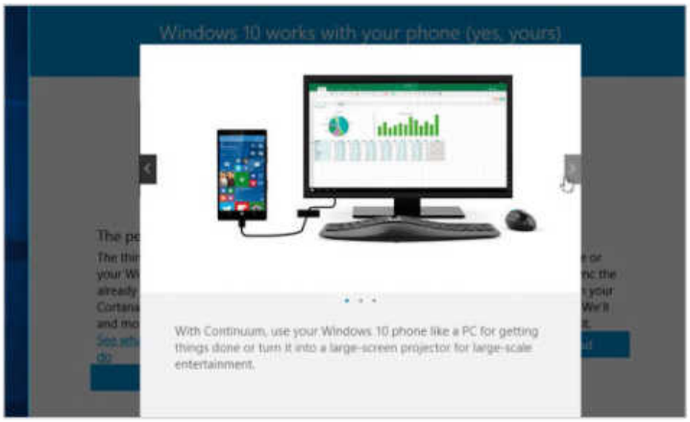


1 Link your PC and phone

Phone Companion comes pre-installed with Windows 10, so you can access it in a number of different ways: click Start > All Apps to manually browse for it under 'P', or type 'phone companion' into the Search box on the Taskbar. When Phone Companion appears, click it to launch the app. You'll see it's capable of working with three types of phone: Windows, Android and iOS.

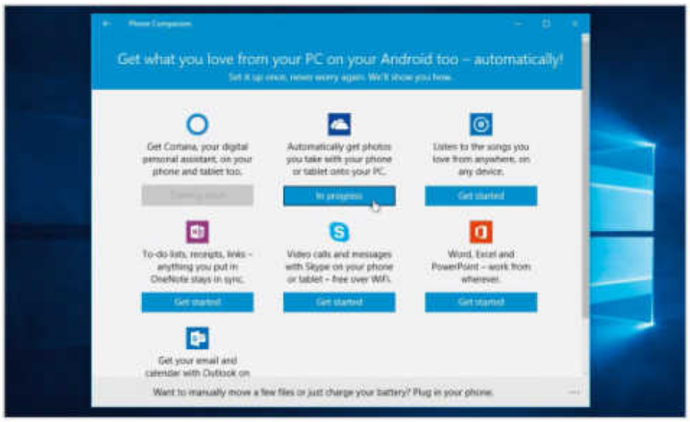
2 Windows Phone users

As you'd expect, Windows Phone users are pretty much sorted – when Windows is installed on your phone, you'll find virtually everything is already set up, ready for you to use. Click the 'Windows' button to be taken on a tour of what can be done out of the box – one thing you will need to do, however, is upload your music to OneDrive (see step six) if you want to listen to it on your phone.



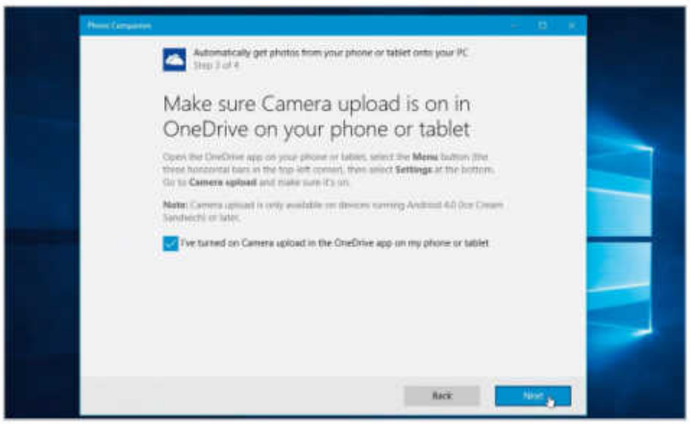
3 More integration

From the main Phone Companion screen, click or tap the 'See what else you can do' link to discover three more ways in which your Windows Phone and PC are connected – of these, the most interesting is Continuum. When you plug your phone into a larger screen, you can access your phone's apps in the same way you would the desktop equivalents, but taking advantage of a larger screen.



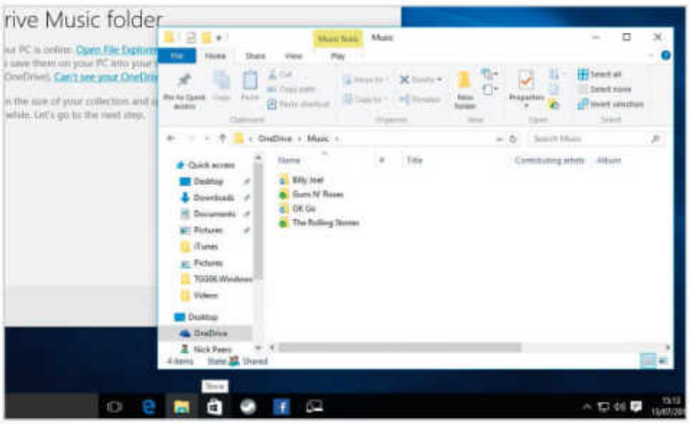
4 Android and iOS users

If you're running an Apple or Android phone, click the appropriate button. A list of available options will be shown – the common factor here is your Microsoft account, which lets you access your account settings and OneDrive-hosted files on your phone through a selection of free Microsoft-authored apps. Behind each button is a step-by-step wizard revealing what you need to do.



5 Connect OneDrive account

First, you should link your OneDrive account to your phone. Click the OneDrive button, and then follow the wizard. Step one lets you email a link to your phone pointing to the OneDrive app if you need it, while step two reveals how to pair the app with your Microsoft account. Finally, step three prompts you to switch on camera backup (to access your phone's photos on your PC).

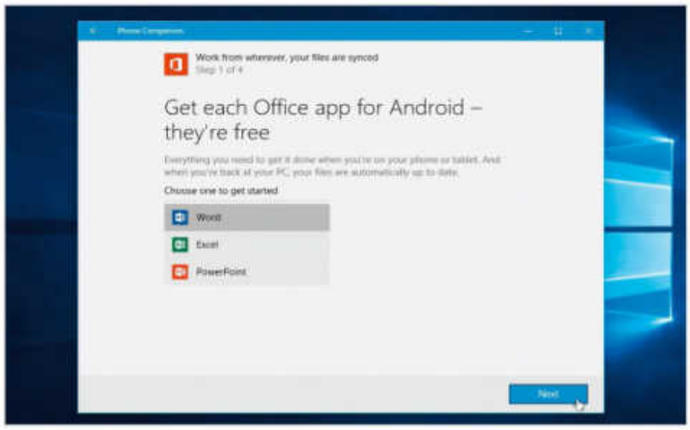


6 Access shared music

OneDrive is also used for sharing music. The first thing the Music setup wizard will instruct you to do is create a Music folder inside your OneDrive storage, then move your music files to it. They'll now upload to the cloud – this may take some time if you have a large collection. Once done, you'll be prompted to install the Groove Music app on your phone to access your collection.

7 Link with Cortana

Microsoft also lets you access your PC's virtual assistant, Cortana, on your phone. At time of writing, the apps hadn't yet been launched, but should be available by the time you read this – on Android at least. The app mirrors most of Cortana's tools found on your Windows PC, so can be used to set reminders, plus syncs anything you've set up using Cortana's Notebooks function.



8 More sync options

The other options – OneNote, Skype, Office (Word, Excel and PowerPoint) and Outlook (your contacts and email as stored on Outlook.com) – can be synced to your phone following similar wizards, so just click the relevant button. You can also manually move files or charge your battery too – just plug in your phone to do so (iPhone and iPad users will need to install iTunes first). ■

Welcome to Microsoft Edge

Microsoft Edge is Windows 10's brand new browser. We explain why it's here and how to use it

Microsoft Edge is something quite unusual – a brand new default browser for Windows 10 and for Windows Phone. As such, a lot of attention has been placed upon it, but why are we so interested in browsers? The answer lies in how we now use the web. So many apps are now available online and we're moving online with them. Chances are that you use a web-based email account. Even if you use a desktop email program like Windows Mail, you'll still be able to access your email account through the web. And likewise, many of us are now editing documents online, writing notes – even editing images. All functions that were, a few years ago, the preserve of desktop software. So when a new browser appears, there's great interest in how it will perform.

Close to the Edge

Speed is a big factor with browsers, and it's one of the biggest reasons why Microsoft Edge is getting a lot of attention – and is the main reason why you'll like it when you use it. Even when Microsoft Edge was first unveiled in a developmental form back in January, it was clear it would be fast, beating Google Chrome and Mozilla Firefox for sheer speed of rendering simple web pages. That doesn't necessarily mean that this will always be the case; Microsoft hasn't yet added Extensions to Microsoft Edge (the ability to add third-party applications to your browser); extras like that can have an impact on the speed of the browser.

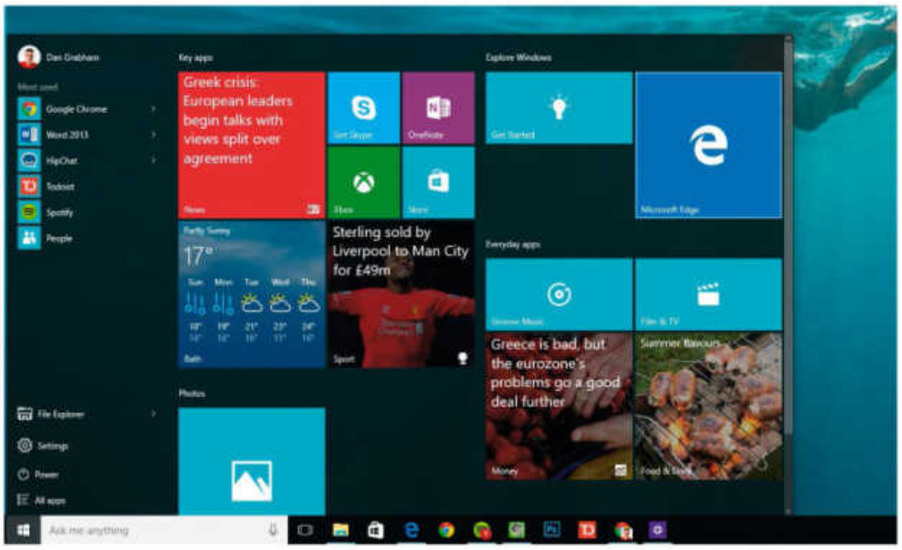
The main reason for the fast performance is that Microsoft has developed a new 'layout engine' for processing (or 'rendering') web pages called EdgeHTML. One reason for its speed is that it's focused purely on modern web page standards rather than support for older pages. That means that some old websites won't work properly. We'll explain more on that shortly, but the benefit is that the engine powering the browser can be faster. Microsoft Edge also matches the speedy Google Chrome for JavaScript performance – JavaScript is the programming language behind many dynamic web pages.

As well as Extensions, there are several other things missing from the version of Edge that will ship with Windows 10. At the time of writing, you can't rearrange your Favourites, while there's also no way to add different search providers to Edge for example, but we expect the version you get your hands on will have this. Microsoft has promised further development on Edge over the coming months.

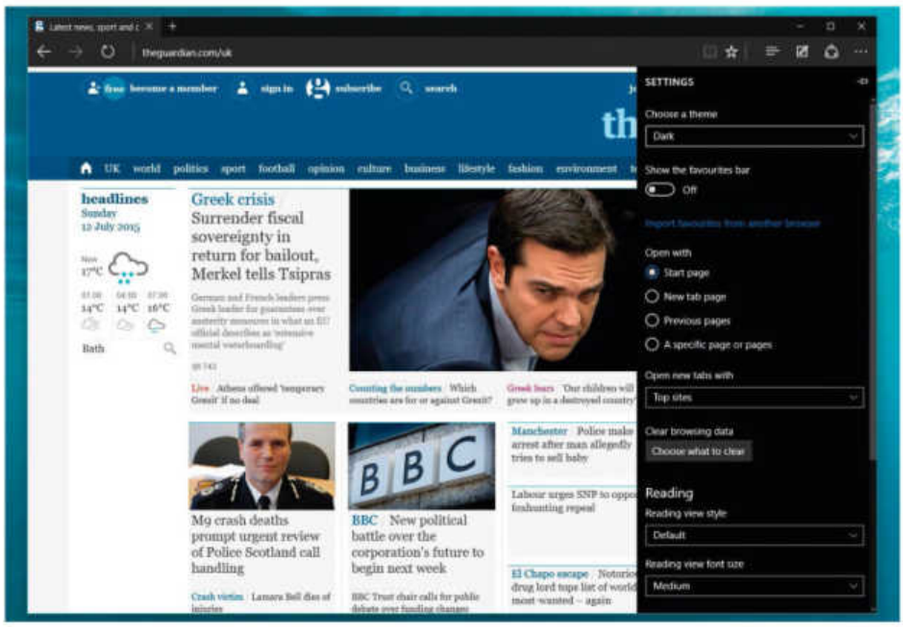
Initially, when we tried out an early version of Microsoft Edge back in January (it was originally codenamed Project Spartan), it was basically unusable as a browser because so many features hadn't been finished and some web pages didn't work properly. Now it's quite different and it's perfectly possible to use as a day-to-day browser. We've done it and we like it.

Microsoft has a bit of a problem with Internet Explorer. However much it wants to, it can't consign it to the Recycle Bin for good. That's because a lot of businesses have long used software that depends on Internet Explorer. It's been a default browser for a huge number of systems. While other browsers can be used, specifying a particular version of IE within software requirements provides a standard browser – often provided with Windows itself – that can be rolled out across a business. If you've been for an appointment at your bank recently, chances are they were using IE. This long dependence may be changing, but it's due in no small part to Internet Explorer being a constant running throughout the last two decades of Windows – it first debuted as part of an add-on pack for Windows 95.

And for that reason alone, Microsoft has also included Internet Explorer with every



Microsoft Edge carries on Internet Explorer's use of a stylised 'e' as its logo



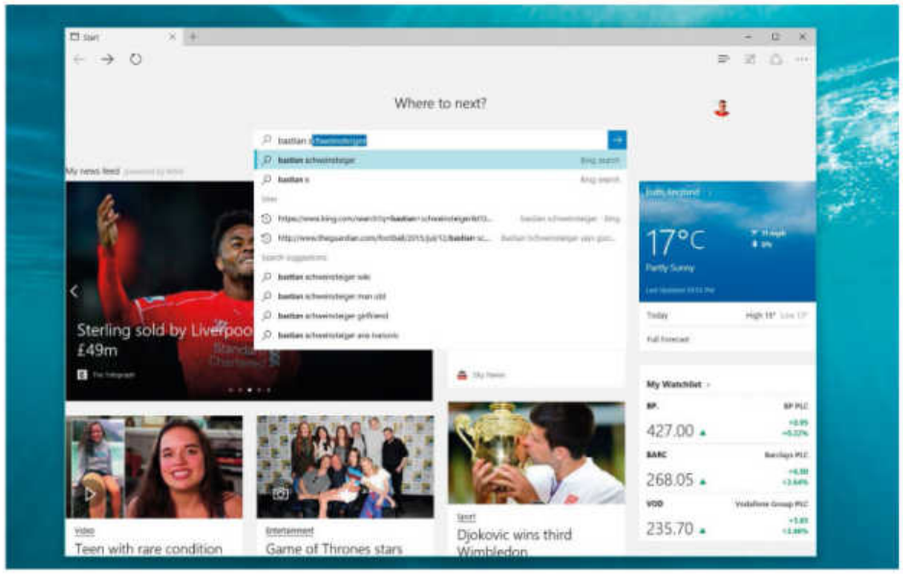
As well as the 'light' default theme of Microsoft Edge, you can alternatively paint it black

> As well as its speed, Edge also brings innovative new features to the table

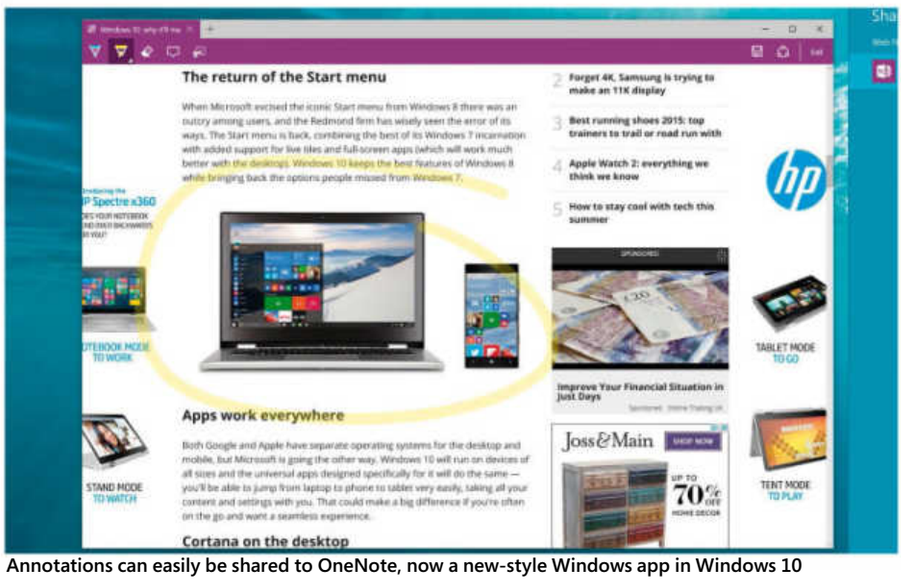
version of Windows 10. So while Edge is the browser that's front and centre, Internet Explorer is still there if you need it – you can simply search for it from the Taskbar.

Another reason for continuing to include it is that, as we explained previously, Microsoft Edge has been designed with the future in mind. It simply won't properly load websites that use outdated web technologies. Internet Explorer is the fallback if you come across a page like this; if there's a page Edge can't load properly, you'll be offered the chance to load it in IE instead.

This shouldn't be seen as a criticism. Edge is a clean break from older web technologies and is a leaner browser for it. As well as its speed, Edge also brings some innovative new features to the table. One of these is the ability to annotate web pages. While third-party apps have enabled this before, it's unusual to see it in a browser. You can highlight certain paragraphs just as you would with a highlighter pen. Then you can



The default new tab page shows you your most visited sites, but you can have news stories via MSN



Annotations can easily be shared to OneNote, now a new-style Windows app in Windows 10

type (or write!) notes on the page. Finally, you can export your creation to OneNote so you can save the note for posterity and share it. It's just another indication of the different ways we're now working with the web – because more and more of us are working on content within the confines of the browser, Microsoft thinks it could give Edge the jump on rivals. And, by association, get more people using OneNote, which also comes as a Windows Store app within Windows 10. Your Notes are always backed up and synchronised across your Windows devices. There's even a shortcut to create a Note from the Windows 10 Action Centre.

Microsoft hopes Edge will become a default for many users of Windows, and despite temptation to the contrary, it's even kept a similar 'e' logo to make things easy for users familiar with IE. But in every other way, Edge is a completely new experience and is much better for it. And even though it's already a good experience in use, there are

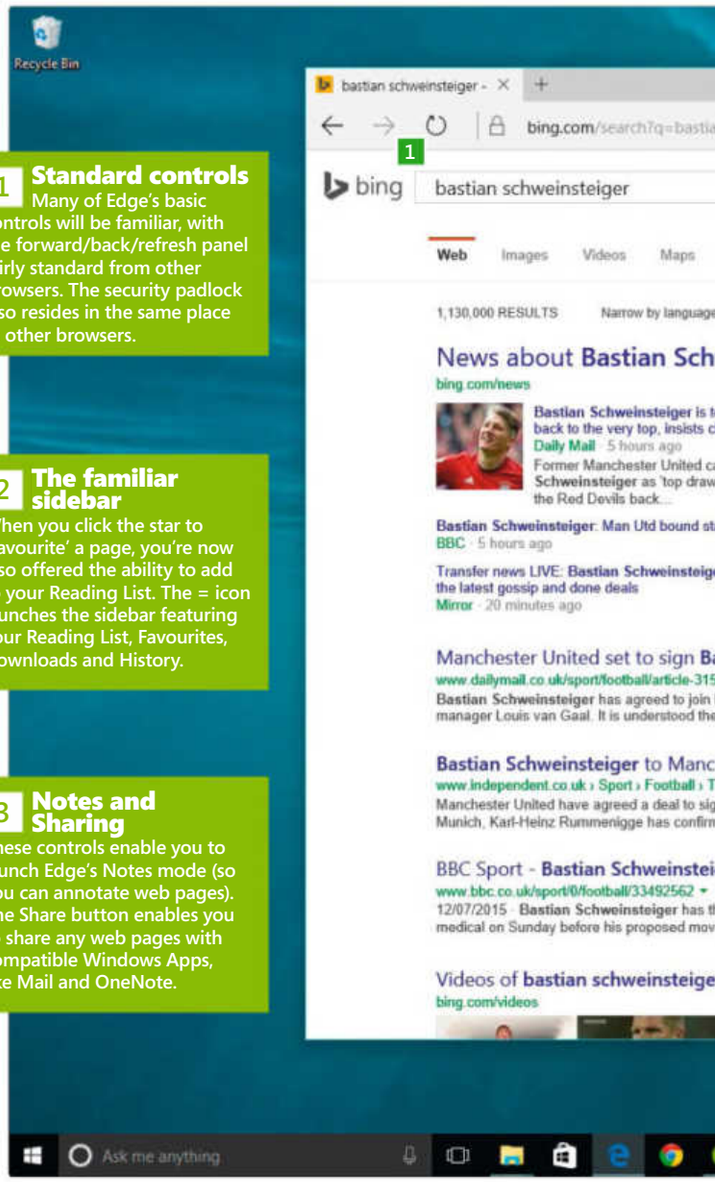
Learn how to...

Browse with Microsoft Edge

Let's take a look around Microsoft's new browser

TIME TAKEN
30 minutes

As Edge has a significant number of new features, it makes perfect sense to take you through them. While it's designed differently from other browsers, such as Internet Explorer and Google Chrome, the basic user interface doesn't stray hugely from accepted browser wisdom in terms of the placement of key controls. Seasoned Internet Explorer users will also notice that the Favourites/History and Download sidebar is very familiar, though now with the addition of the Reading List. We can only assume that Microsoft thinks the formula works and that it wants to ensure users migrating from IE can take to Edge straight away. As before, you can pin this sidebar so that it's always there, should you so wish. We haven't pinned it in the examples on these pages.

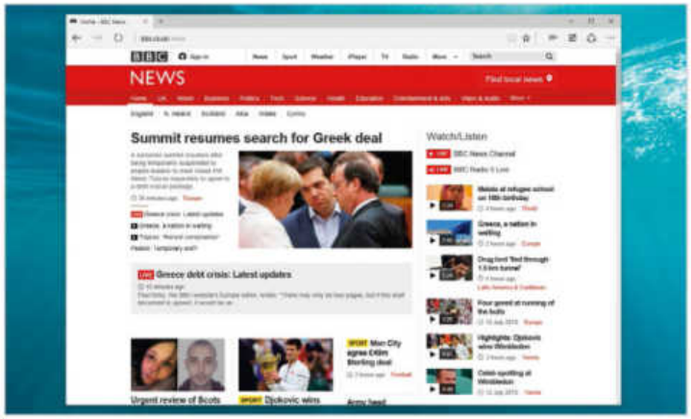


1 Standard controls
Many of Edge's basic controls will be familiar, with the forward/back/refresh panel fairly standard from other browsers. The security padlock also resides in the same place as other browsers.

2 The familiar sidebar
When you click the star to 'Favourite' a page, you're now also offered the ability to add to your Reading List. The = icon launches the sidebar featuring your Reading List, Favourites, Downloads and History.

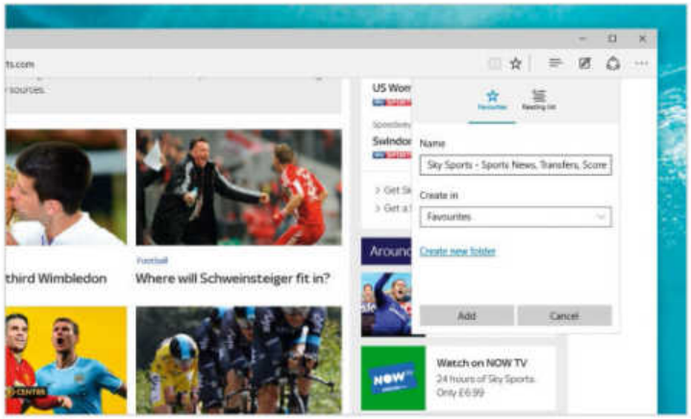
3 Notes and Sharing
These controls enable you to launch Edge's Notes mode (so you can annotate web pages). The Share button enables you to share any web pages with compatible Windows Apps, like Mail and OneNote.

Getting started with Edge



1 Welcome to the Edge

When you first launch Edge, you'll notice it's very cleanly designed. As with Windows 8, Windows 10 uses 'flat' design. It's a minimalistic approach, but the idea is that the buttons and commands come to the fore, rather than the design of the application itself. So Edge simply has the main controls on the top left and more complex, optional items on the top right.



2 Add a Favourite

Adding a Favourite is simple; just click the 'Star' icon. You then get this pop-up. You can simply click 'Add' or you can edit the entry, giving it a new name. You can also add it to a folder. One of the folders is called 'Favourites Bar'; this enables you to display your main Favourites underneath the address bar. To enable this feature, go to 'Settings', via the main menu, and toggle 'Favourites Bar' on.

4 Reading View controls
The Reading View can be fine-tuned depending on your requirements – you can change the font size used, as well as the colour of the background.

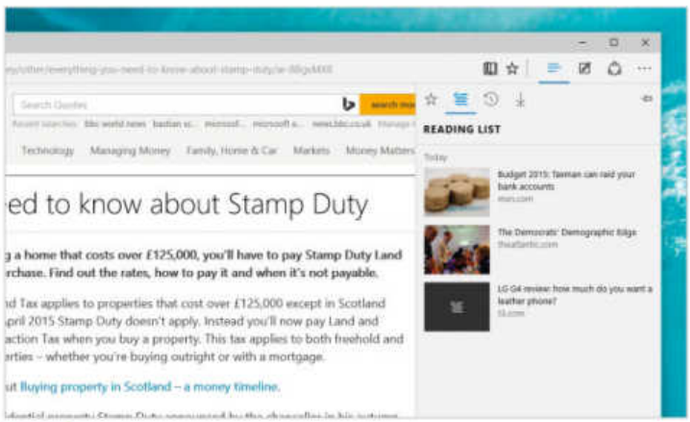
5 Advanced Settings
As you can see here, the basic Settings menu isn't that comprehensive – an Advanced Settings button takes you deeper and enables you to fine-tune more of the Microsoft Edge features.

Jargon buster!

Extensions
Extra applications that run in your browser are called Extensions (sometimes referred to as add-ons). They bring extra functions to your browser and have been made popular by Google's Chrome browser and originally Mozilla's Firefox. They will be coming to Microsoft Edge in a future update.

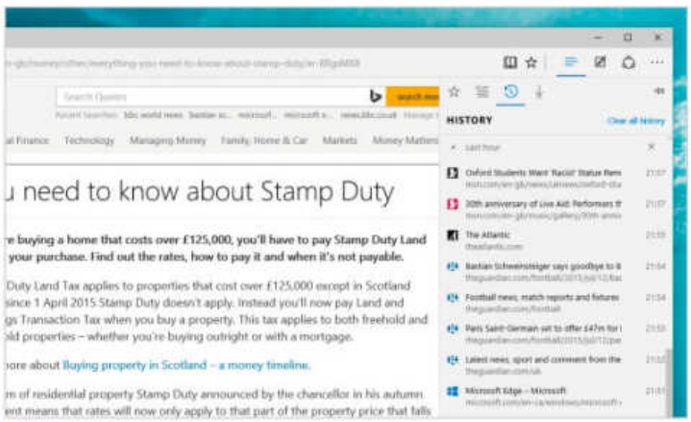
Cortana
A virtual assistant that you can control with your voice. In Windows 10 you can ask Cortana to open apps, perform web searches and find files. Cortana search is integrated into Microsoft Edge.

JavaScript
A programming language for interactivity on web pages. Many modern web pages use JavaScript so that they can bring you extra features.



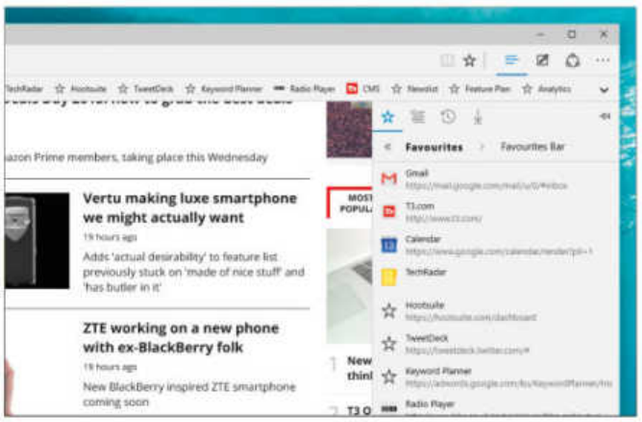
3 Your Reading List

When you add a Favourite, you also have the option to add the page to your Reading List. Think of this as a place to store articles you want to read, but don't have time for right at that moment. Save to your Reading List just as you add a page to Favourites, selecting 'Reading List' at the top of the pop-up box instead. To access Reading List, click the ▫ icon to launch the sidebar.



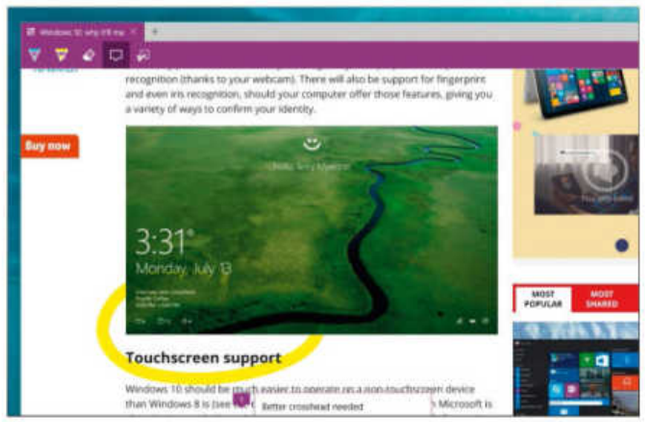
4 Check your History and Favourites

Within the sidebar, you can cycle through your Reading List, Favourites, Downloads and History; use the icons at the top to select the one you need. There's also a pin to keep the sidebar open. Here we're looking at our History. You can select any page or clear them all. If you wish to not add sites to History, you can select InPrivate browsing from the main menu. This will open a new window.



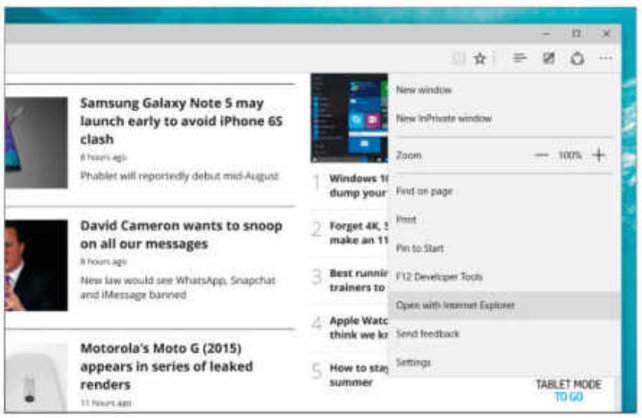
5 Editing Favourites

You can drag and rearrange Favourites within the Favourites area of the sidebar. Here, we've displayed the Favourites Bar via the 'main menu > Settings' and we've gone into the folder within Favourites that controls that. Right-click on anything in Favourites to bring up options such as opening the page in a new tab, creating a new folder or renaming the item.



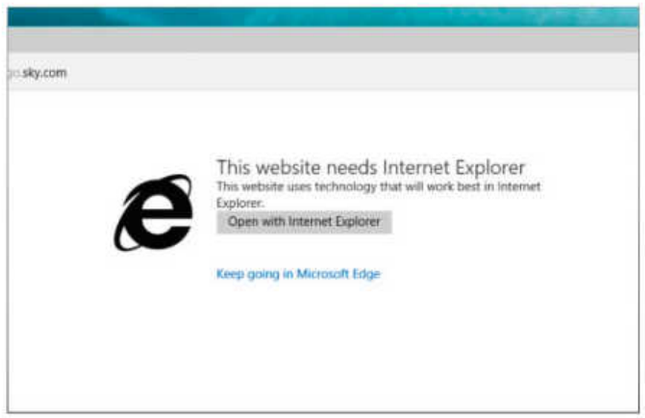
6 Annotate pages

One of Edge's best new features is the ability to annotate web pages. You can switch into this mode using the button in the top-right of the main window. You have various editing controls on the left, while you can save, share or exit on the right. The controls include a pen, a highlighter, an erase function, an annotation feature and a copy tool that lets you copy an area of a web page.



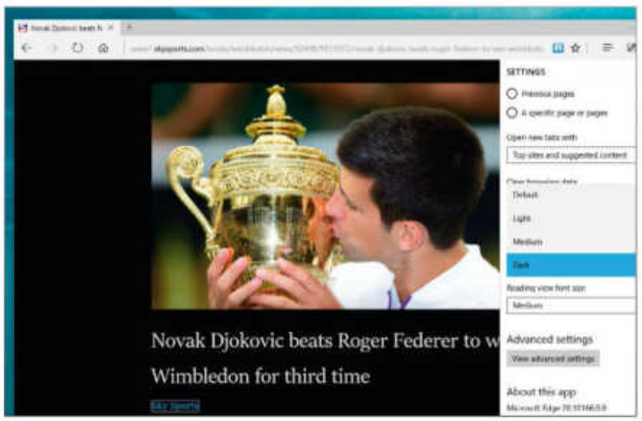
7 Edge's main menu

Here's Edge's main menu, which you open via the ellipsis (...) icon in the top right. From here you can open a new window or a new InPrivate window, as well as zoom into the current page. You can also opt to pin a particular web page to your Start menu as a tile. From here, you can access the Settings, too, plus perform other functions such as 'Print' and 'Find a word or phrase' in the open web page.



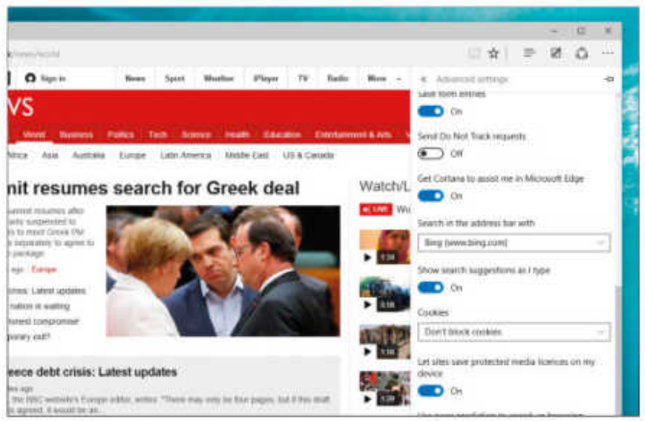
8 Open in Internet Explorer

If pages don't display, there is the fallback option of opening them in Internet Explorer. You can do this manually, using the 'Open with Internet Explorer' option on the main menu. But if you open a page that uses old web technologies, this prompt will urge you to open it in IE instead. The example here is Sky Go TV on demand. It uses the Silverlight video player, which is no longer in development.



9 Reading mode

If you go to read an article on the web (rather than a homepage, such as bbc.co.uk), the book icon next to the address bar will become active (it goes black rather than grey). Clicking it puts you into 'Reading Mode', which offers a clean interface. You can fine-tune how it looks in Settings – here we've selected 'Dark' for the background. You can also change the size of the text.



10 In-depth Settings

Within 'Settings' you'll see 'Advanced Settings'. These cover things such as your browser cookies (data that sites leave on your PC to keep track of you) and other security settings. You'll never need to worry about most of these, but it's great that you can take control if need be! You can also change search provider and choose if you want Edge to help with search suggestions. ■

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WINDOWS 10
BEYOND THE MANUAL

Security & safety

Find out how Windows 10 can help you stay safe online

150 **Set up Family Safety**
Keep your younger family members safe when they're online

154 **Recover files with File History**
Deleted an important file? File History can help restore it

157 **Synchronise your devices**
Get a unified experience across all your Windows machines

160 **Secure your computer**
Get to grips with the new security tools in Windows 10

162 **Make Windows 10 tough to crack**
Increase your password strength and keep all your files secure

167 **Avoid viruses and malware for free**
Stay safe from viruses, spyware, hackers and phishing at zero cost

170 **Restore, refresh or reinstall Windows 10**
Discover your options for restoring Windows 10 to its best

Learn how to...

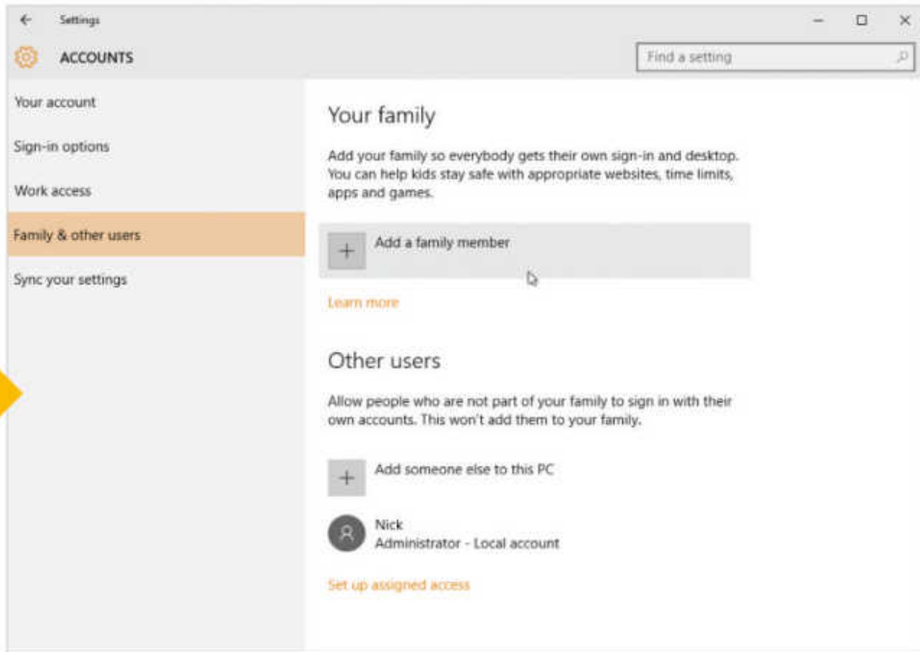
Set up Family Safety

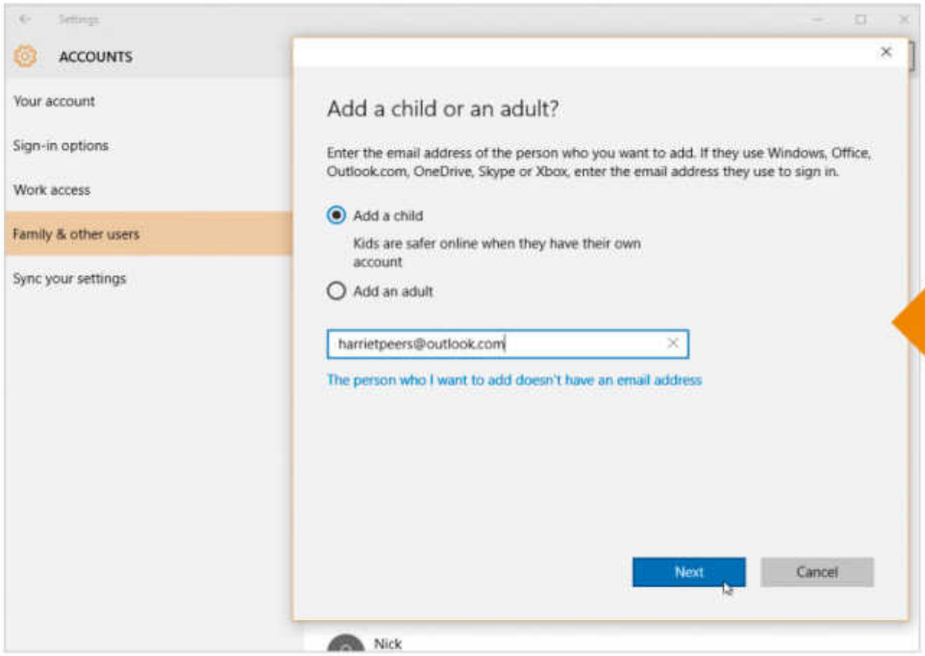
Keep your younger family members safe when they're online, even if you don't have time to watch them every second of the day

TIME TAKEN
20 minutes

Add users

Before starting with Family Safety, we need to make sure your computer is properly set up. If you're sharing a single user account between your family, it's time to change that and use one account each. Click the Start button at the bottom of the screen and choose Settings. Select Accounts followed by 'Family & other users'. You'll see user accounts are split into two sections – as we're adding younger family members, click the 'Add a family member' button to continue.





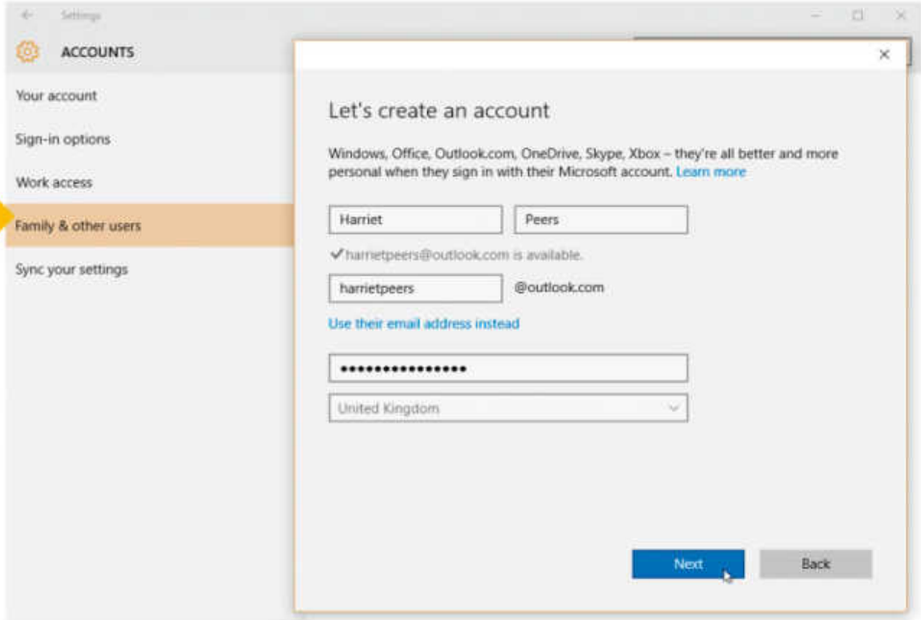
Set up a child user

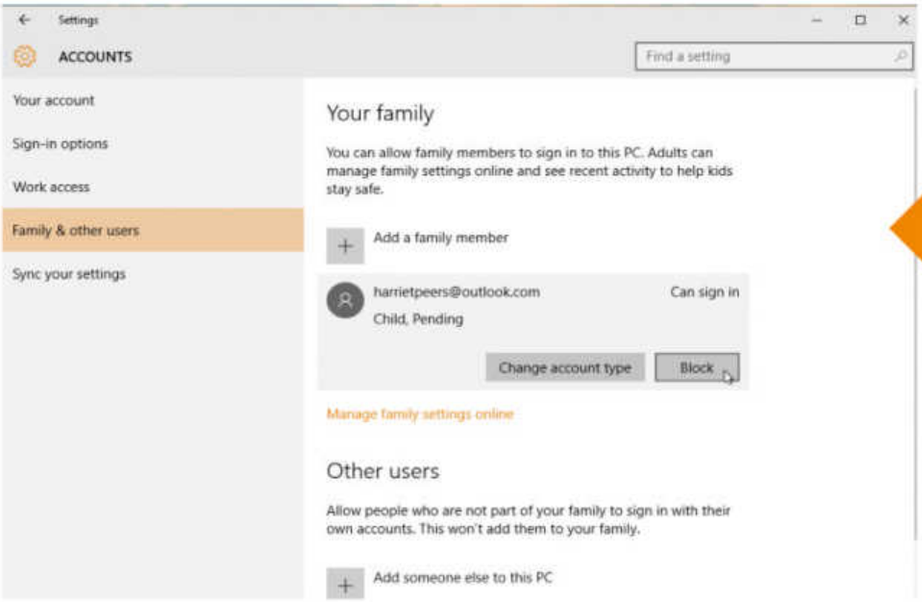
Select 'Add a child'. Your child will need their own Microsoft account to continue – if it's already been set up, type the email address used to log into it and click 'Next' followed by 'Confirm'. Once the new account has been set up (your child will need to log in for the first time to do so), they should check their email and confirm the invitation in order to allow you to apply family settings to their new account on this device.

Set up a new Microsoft account

If your child doesn't have a Microsoft account, click 'The person who I want to add doesn't have an email address' to set up their account. When filling in their details, click 'Get a new email address' to give them an address with an @outlook.com domain (for example, childname@outlook.com).

When you assign them a password, this needs to be something they can remember, as they'll be using it to log into their own user account going forward. Once done, provide your own mobile or alternate email address as an additional form of security going forward.





Access Family Safety

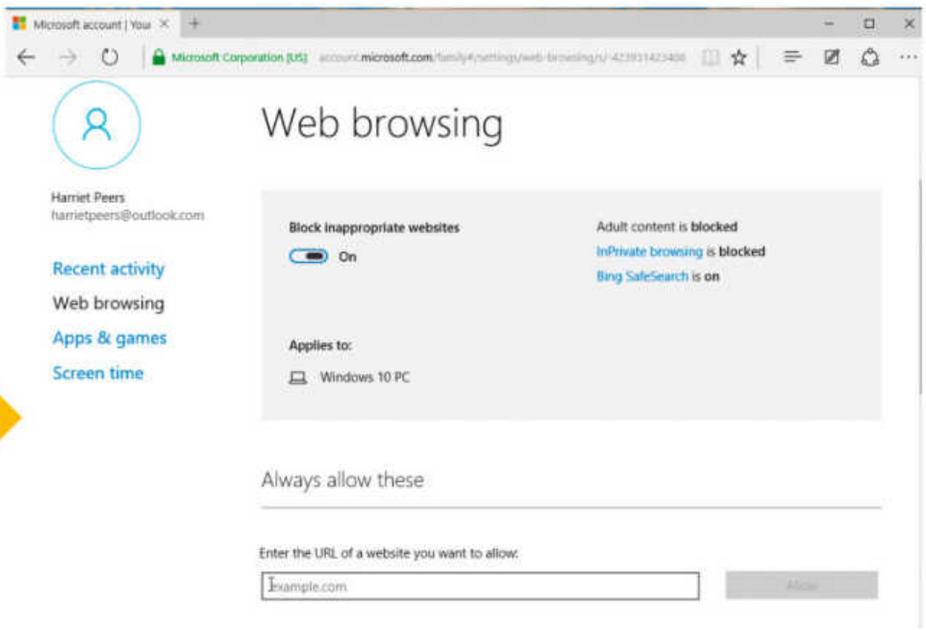
You'll see a list of all the children you've added to your device from the 'Family & other users' section – any marked as pending haven't yet accepted your invitation, so aren't protected by Family Safety settings. If you're having a hard time persuading them to accept the invitation, click 'Block' to temporarily prevent them from logging into this PC without family settings in place.

To set up, or adjust, your children's family settings, click the 'Manage family settings online' link to access the settings website from your browser.

Lock the web

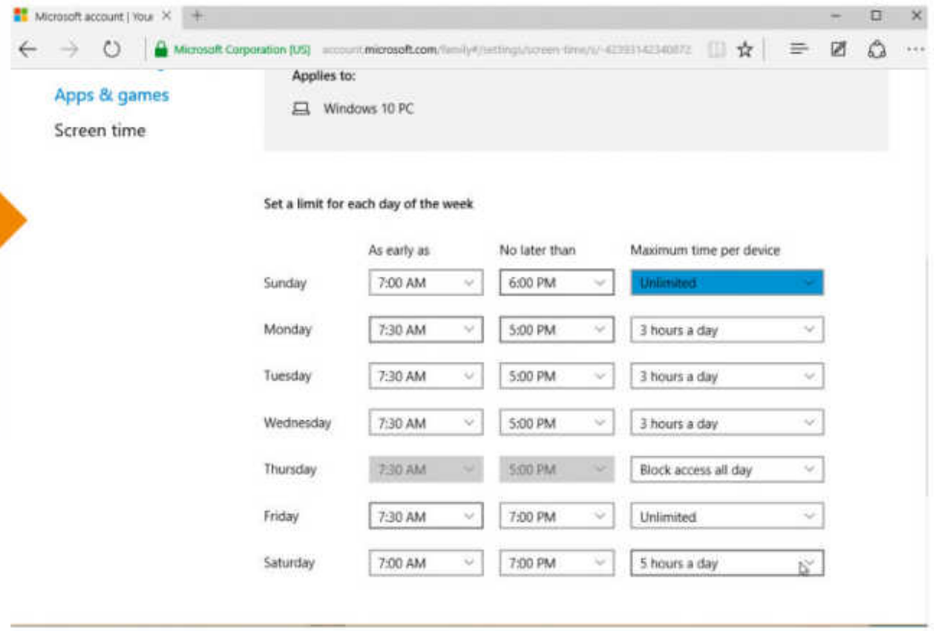
To restrict web access, choose an account name, then click 'Settings' next to Web browsing. Flick the 'Block inappropriate websites' to On to ensure adult content and InPrivate browsing sessions are both blocked, while Bing SafeSearch is on.

Scroll down and you'll find options for allowing specific websites, or alternatively blocking unwanted sites. Just type the relevant URLs into each box and click 'Allow' or 'Block' to add them to your child's white or blacklists.



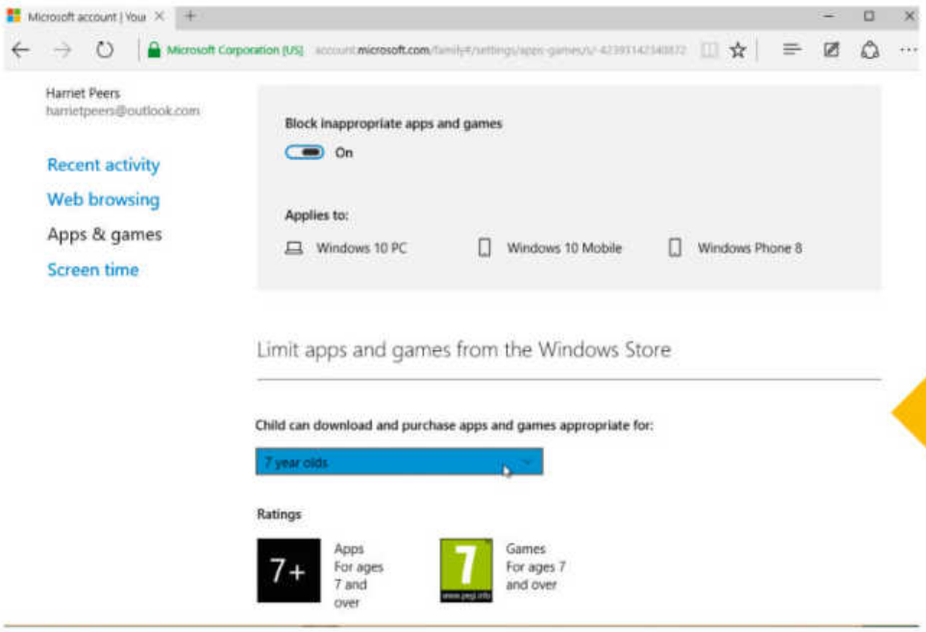
Set the clock

Select 'Screen time' to limit the time your child has access to this PC. Flick the 'Set limits for when my child can use devices' switch to On, then set the earliest and latest times they're allowed to use the computer for each day of the week. You can also set a daily limit within those times to restrict their access further.



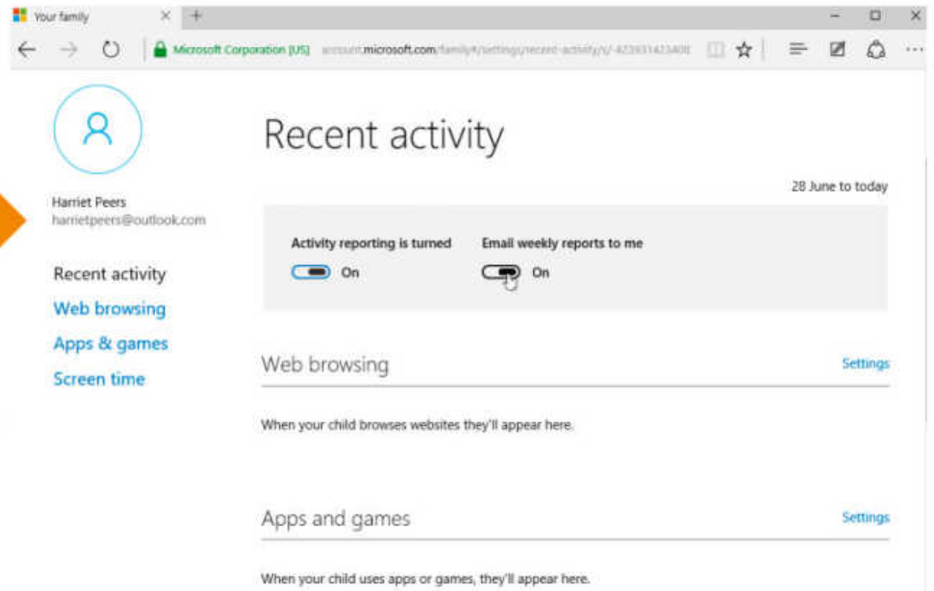
Restrict apps

Select 'Apps & games' and flick the 'Block inappropriate apps and games' switch to On. Scroll down and set a maximum age for your child, which allows them to only download and install apps and games in the Windows Store that have specifically been rated as suitable for their age.



Watch the logs

Perhaps the most devious part of the Family Safety centre is on the child's main screen. Two switches – enabled by default – let you view your child's activity through this screen and receive weekly email reports of their usage, app installs and browsing habits. If there's something there that shouldn't be, it's time for a little chat... ■



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Learn how to...

Recover files with File History

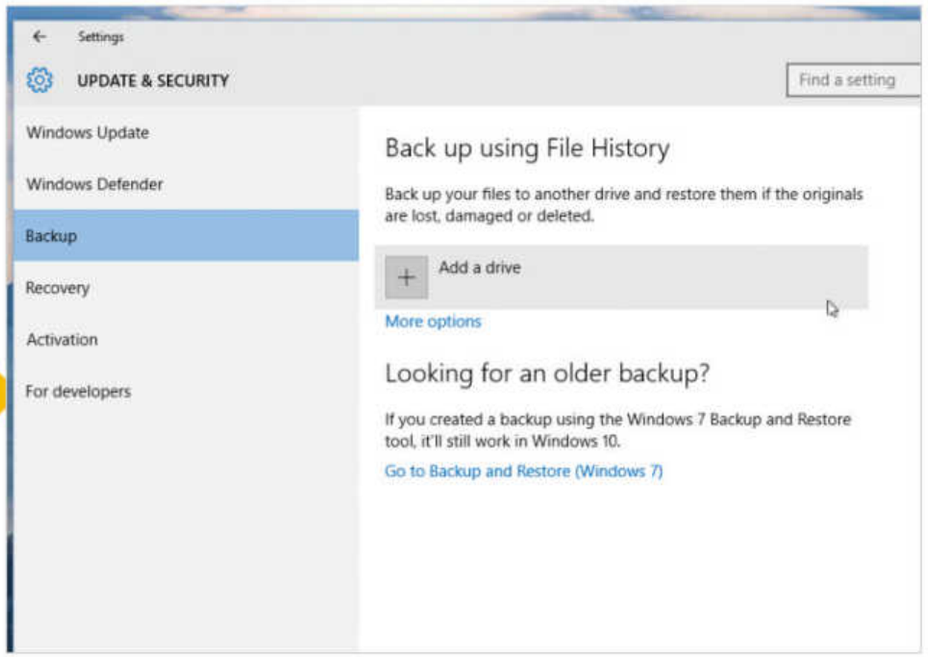
Deleted an important file? File History can help restore what you've lost

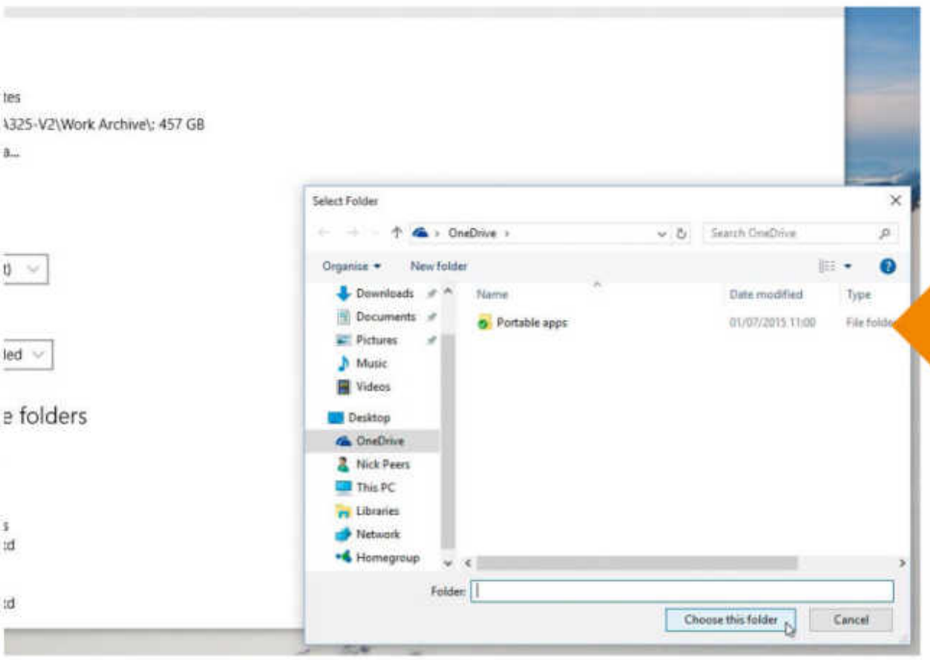
TIME TAKEN
30 minutes

Enable File History

By default, File History is turned off, so open the Start menu and click Settings. Select 'Update & security' and choose 'Backup'. Now click 'Add a drive' to choose which external drive to store your backups on – this can include NAS drives or USB drives plugged into your router (just click 'Show all network locations' when the link appears).

You'll also see a reference to 'Go to Backup and Restore (Windows 7)' – if you've upgraded from Window 7 and want to continue using the old backup tool from that version of Windows, click this link and jump to step 6, over the page.





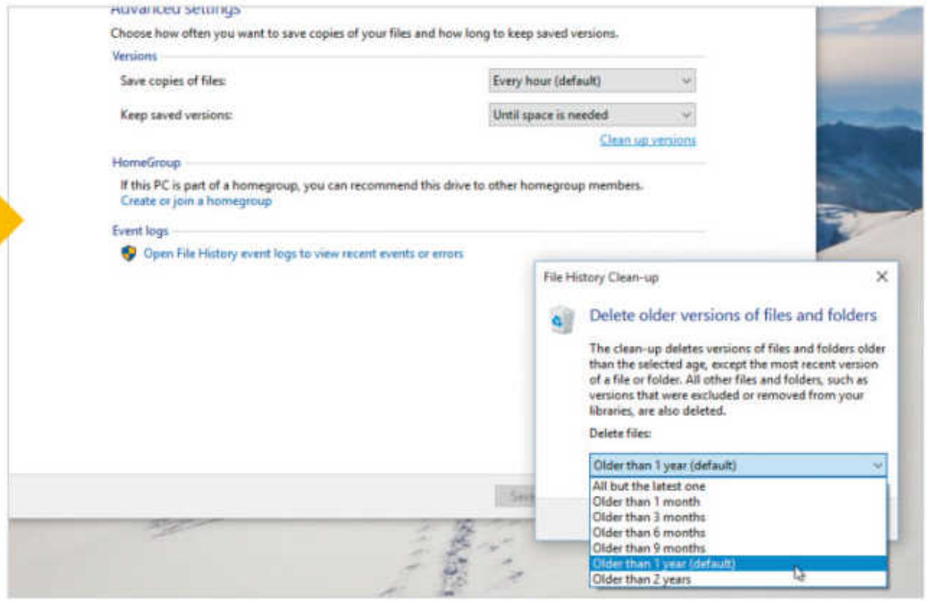
Set backup options

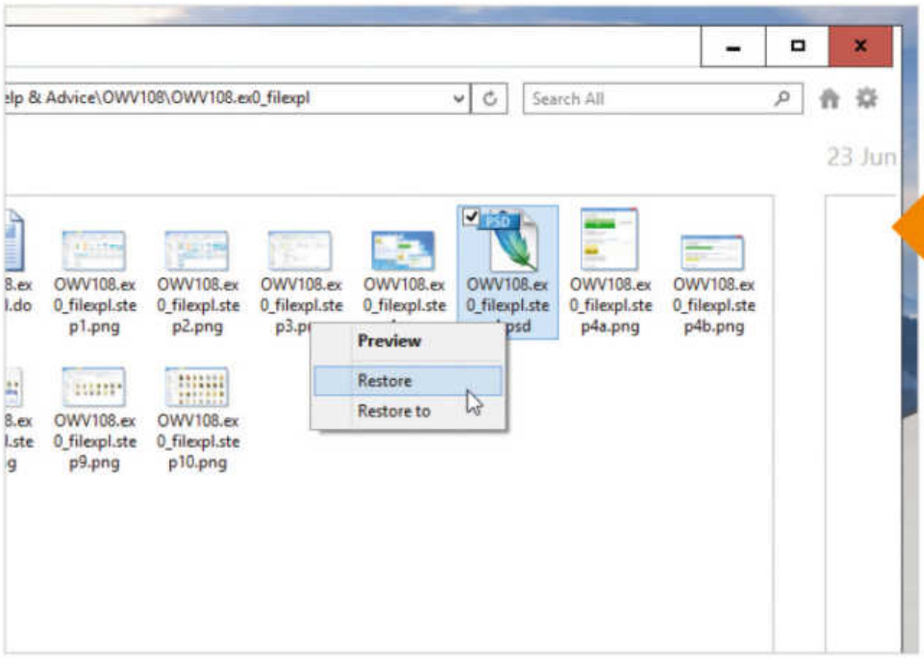
Click the 'More options' link to review the default settings. File History takes a fresh backup of files (including changes) every hour, but you can set this to as little as 10 minutes or restrict it to once daily. By default, backups are kept forever, but click this and change it to 'Until space is needed' if you're happy to lose the eldest versions of backed up files should space run low.

Review which folders are included in the backup and then click 'Add a folder' to add others. Click an existing folder followed by 'Remove' to exclude it from your backup. If you want to keep all your old backups, when space runs out switch to a new drive using the 'Stop using drive' button (your existing backups are protected).

Access advanced options

At the bottom of the screen is a 'See advanced settings' option – click this to access the File History Control Panel, which will be familiar to Windows 8 and Windows 8.1 users. When this appears, click 'Advanced settings' to access more options. Pay particular attention to 'Clean up versions' – this option allows you to free space by automatically deleting backups (and versions of backups) that are older than a certain date (one month to two years). There's also an 'All but the latest one' option that deletes all previous versions of files – use with care.





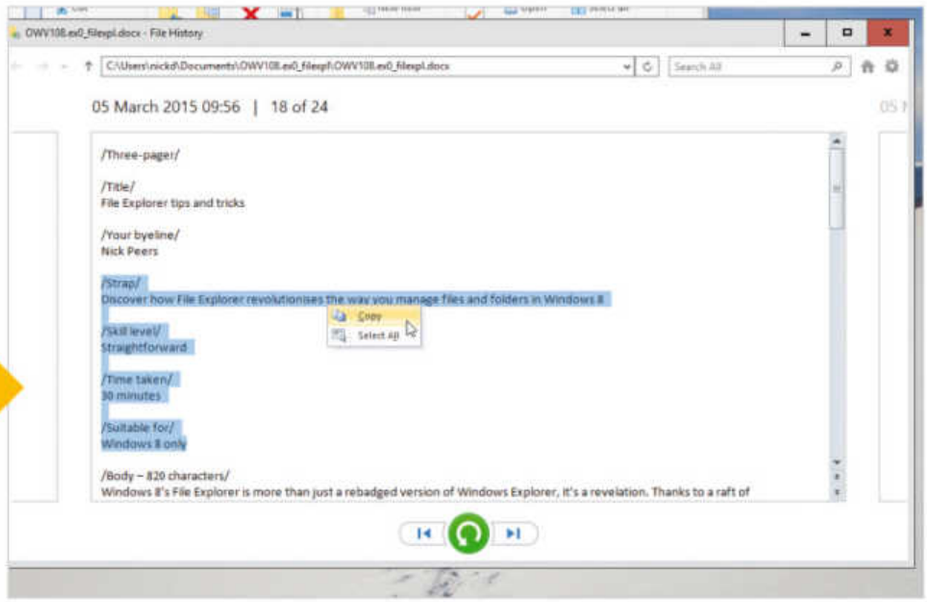
Restore files

File History allows you to recover accidentally lost and deleted files, plus earlier versions of files (should you make changes you subsequently want to undo). The simplest way to restore missing files is to browse to the folder containing those files in File Explorer, then click the History button on the Home tab of the ribbon.

Now use the playback controls at the bottom of the screen to go back in time until you find the file you're looking for. Right-click the file, choose 'Preview' to confirm its identity, 'Restore' to recover it to this folder, or 'Restore to' if you want to save it somewhere else.

Preview and restore older versions

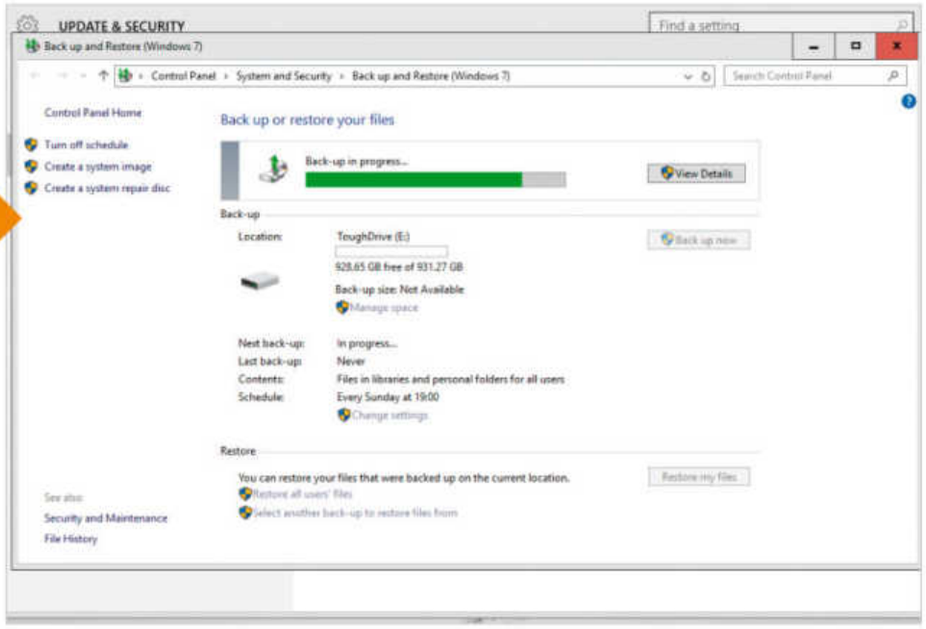
To restore an older version of a single file, first select the file in File Explorer before clicking the History button. A preview of that file will appear – this time use the playback controls to find the version you wish to restore. You can copy and paste text out of documents, or click the green restore button to replace the current version with this one; if you'd prefer to restore a copy, click the Settings button in the top right-hand corner and choose 'Restore to', then choose the folder where you'd like to save the copy to. Once complete, a File Explorer window will open pointing to your recovered file.

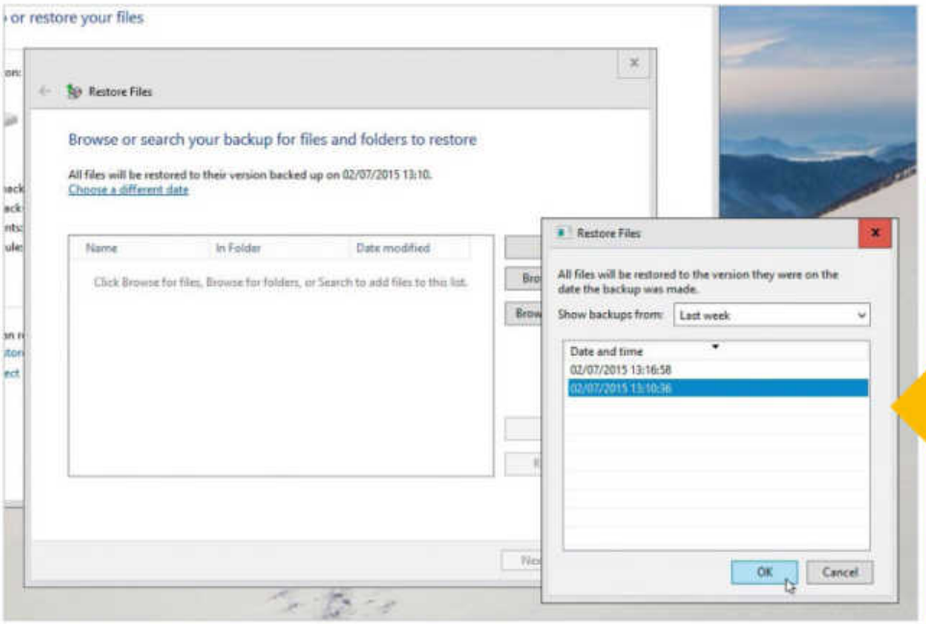


Set up backup

The Backup and Restore tool from Windows 7 is also present in Windows 10 for those who wish to use it. It offers the same features as File History, but also includes an option for creating a byte-for-byte copy of your Windows drive in the form of a system image.

After clicking 'Go to Backup and Restore (Windows 7)', click 'Set up back-up' to choose your backup device (local or network). When prompted, select 'Let me choose' to verify exactly what Windows backs up (leave 'Include a system image of...' ticked to take a fail-safe backup of your entire system too).





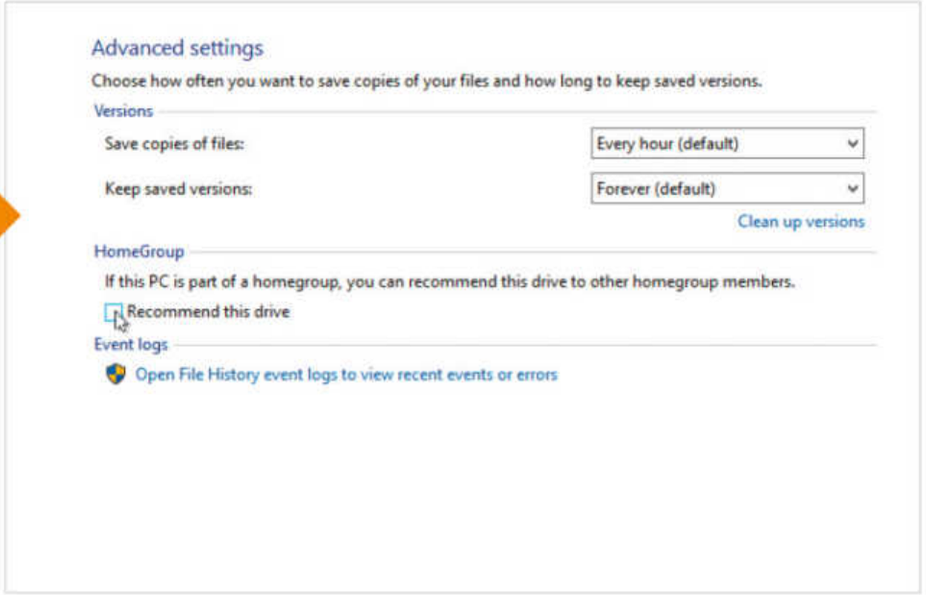
Restore previous versions of files

You'll need to restore individual files directly from the backup tool itself – open the tool and click the 'Restore my files' button to search or browse for the files you need.

To restore an older version of a backed up file, click 'Choose a different date' when searching for files. Select the date containing the version you wish to restore, then search for it.

Make sure you're always protected

By following these steps, you'll ensure that your important files are always kept safe. If you have a number of Windows 10 devices, make sure that all of them use the File History feature to protect their data. If they're all on the same HomeGroup, you can get them to share the same back-up drive by going to 'Advanced settings' and ticking 'Recommend this drive'.



Learn how to...

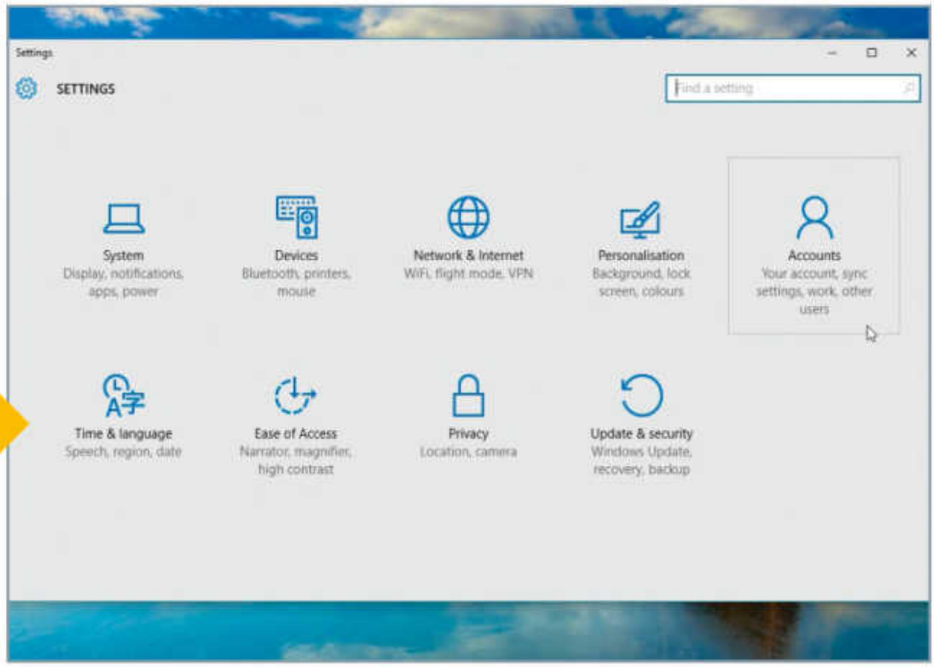
Synchronise your devices

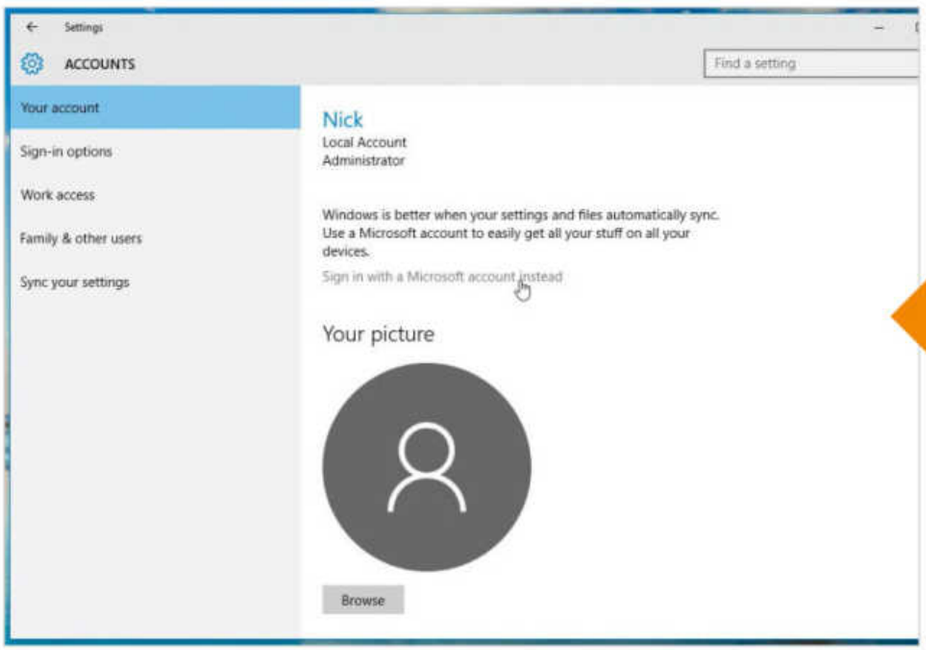
Now you can get a unified experience across all your Windows machines

TIME TAKEN
30 minutes

Open up settings

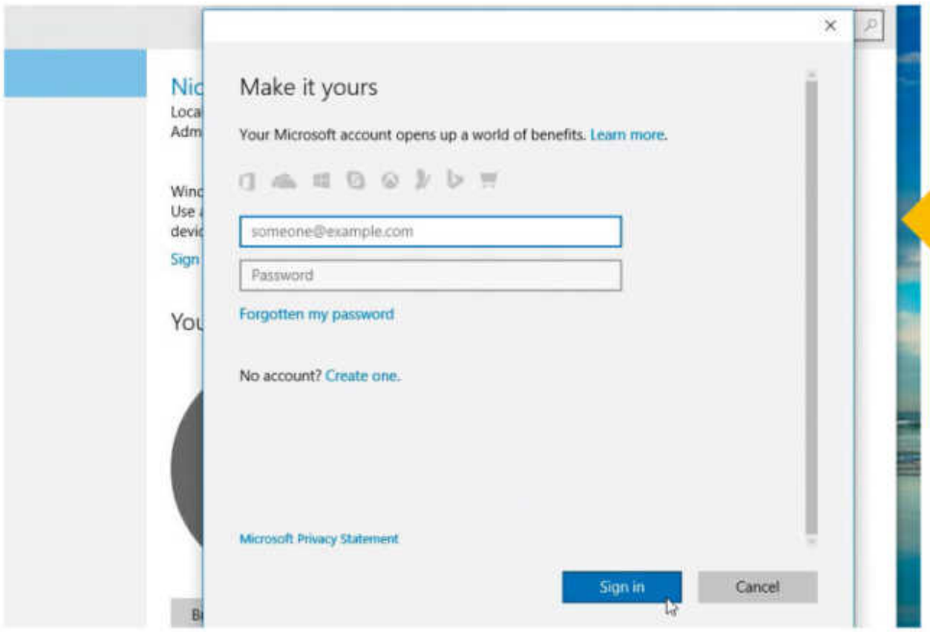
To begin syncing your Windows devices, you need to access Windows 10's settings. To do this, simply click the Start button and select Settings from the Start menu. When the Settings window opens, click 'Accounts'.





Use a Microsoft account

Your Windows preferences and settings are synchronised via your Microsoft account. If your Windows account is just a standard local account, you'll need to change it to a Microsoft account to take advantage of the synchronisation features. Do this from the 'Your account' section of Accounts: click 'Sign in with a Microsoft account instead' to convert your account.

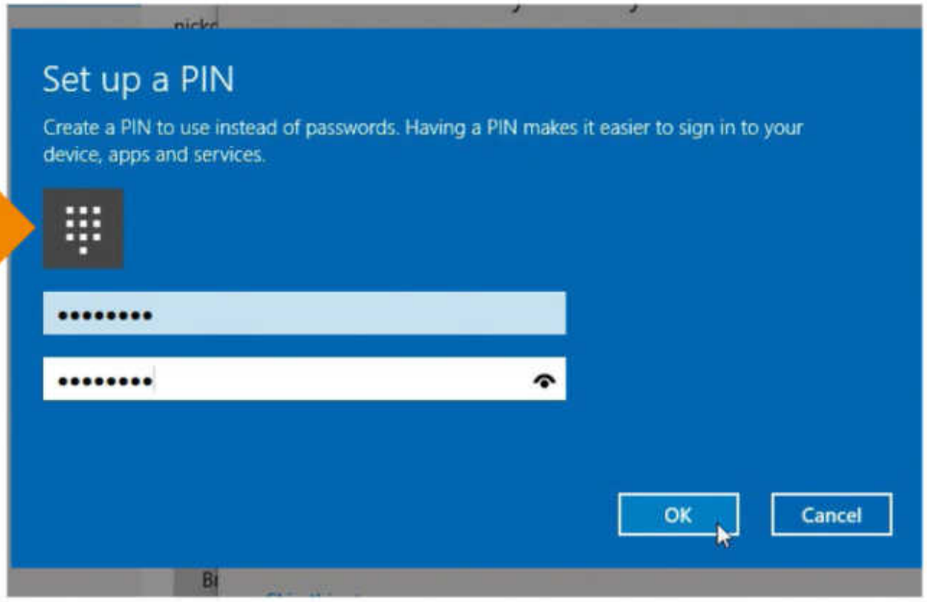


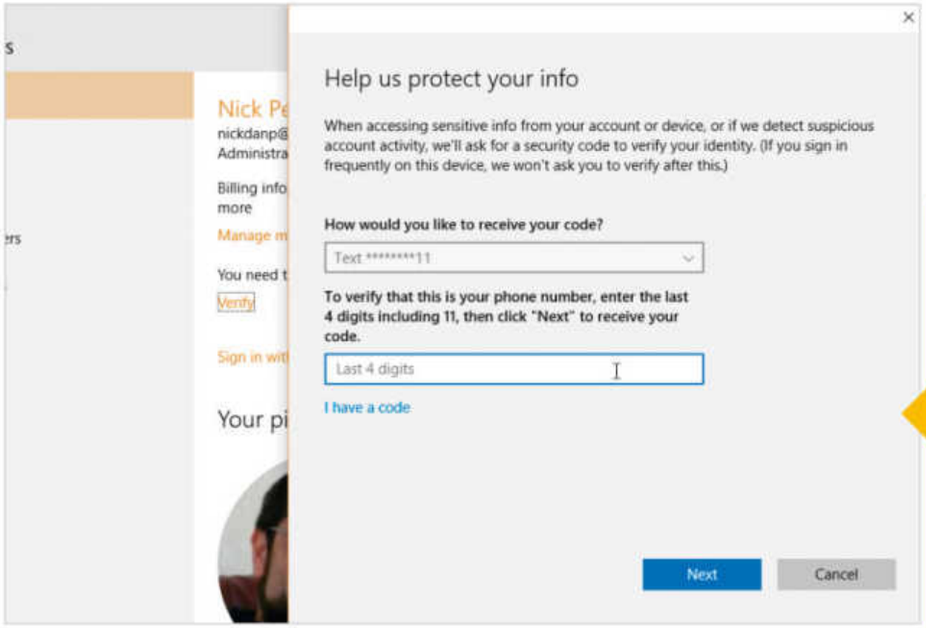
Log in or create a Microsoft account

If you already have a Microsoft account, log in to it with your account email and password and click 'Sign in'; if you don't yet have one, click 'Create one' and follow the instructions.

Switch to a PIN

Type in your local account password for the last time, then click 'Next'. You'll be prompted to create a numerical PIN to log on to your account. Although shorter than your account password, it's locked to this specific PC or device, so can't be used to access your account elsewhere (either on another device or through your browser). Click 'PIN me!' and enter your chosen PIN number (four digits is okay, more digits is better). Click 'OK' to set it.





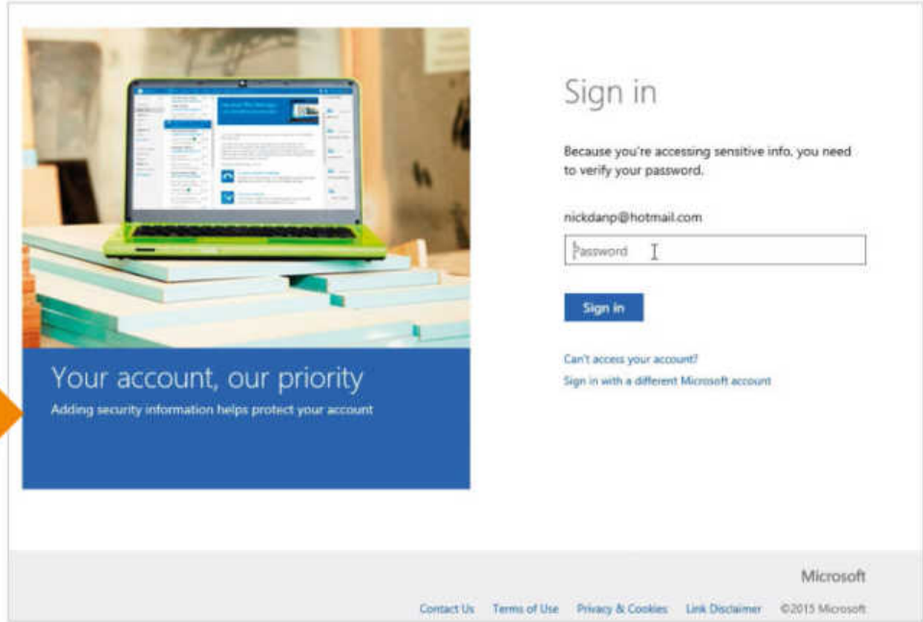
Trust your PC

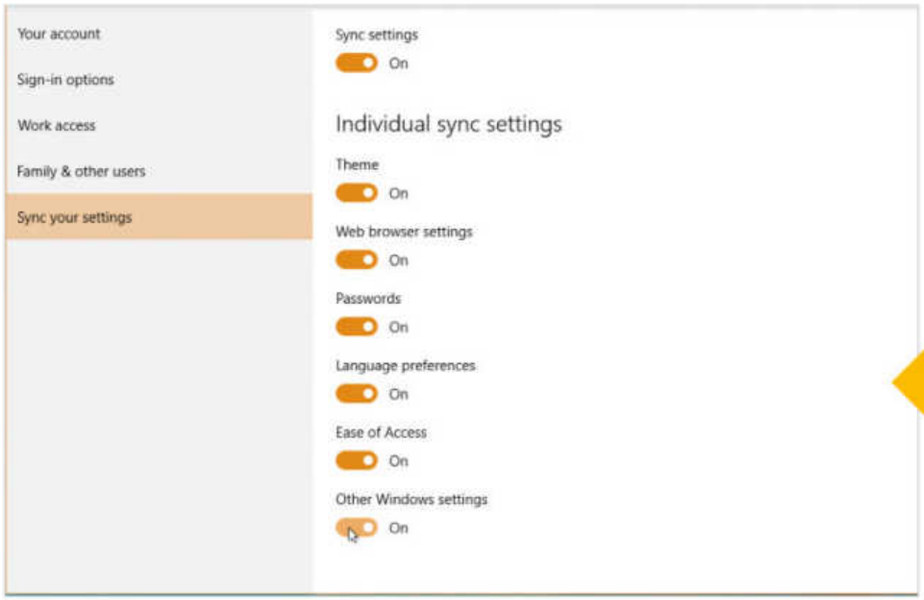
Once logged in, you need to 'verify' your PC to be able to synchronise settings and passwords if you haven't already done so.

Every PC you trust can share your settings. Only trust your own PCs, not other people's, and certainly not shared public computers. You can receive verification codes by email or text – make your choice and follow the instructions, entering the code you receive into the required box.

More verification

Click 'Manage my Microsoft Account' to log in to your Microsoft account on the web page you're taken to. From here you can manage your account – if prompted to verify your account again, tick the box that tells Microsoft you use this device frequently (effectively trusting it). Also consider setting up a security identification app on your smartphone (Android, Windows Phone, iOS or other) when prompted to speed up future verification requests.



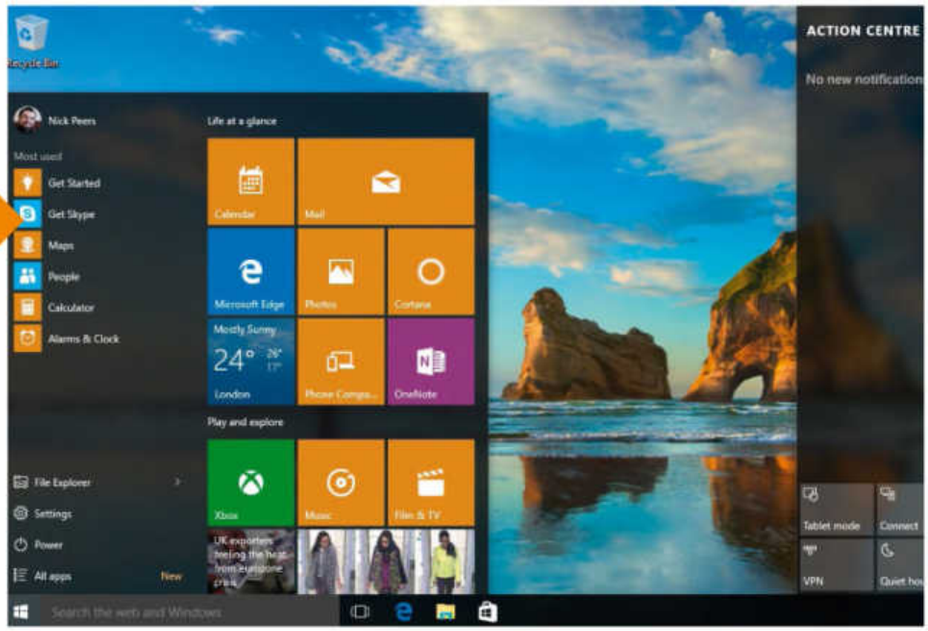


Check sync settings

Return to the Accounts section of Settings. Select 'Sync your settings' to verify that all settings are kept in sync across all the devices you use. You can disable individual settings if you wish using the appropriate sliders. This ensures those specific changes you make on this PC aren't then replicated across your other devices (or vice versa).

Windows your way – on every device

You've now successfully synced your devices and you'll see how you can enjoy a consistent, uniform experience for Windows across all your devices. It makes getting to grips with the operating system even easier, and you don't have to spend time tweaking settings or adding your favourite websites when you get a new device. ■



Learn how to...

Secure your computer

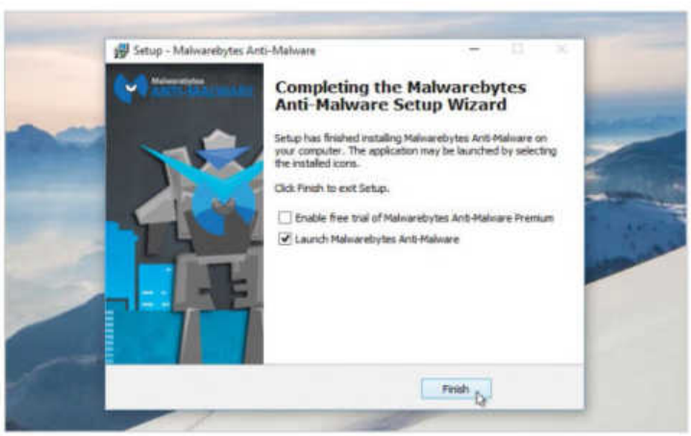
Get to grips with the new security tools in Windows 10

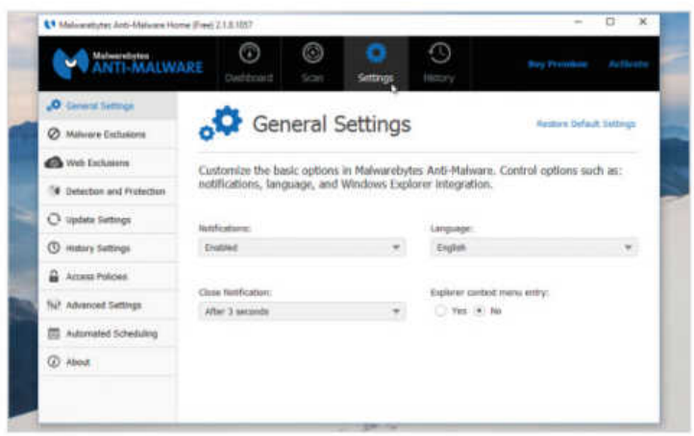
TIME TAKEN
20 minutes

Microsoft spends a lot of effort improving the security features in its operating systems. Windows 10 builds on previous releases of Windows to protect you against malicious bits of software, such as viruses, spyware and other nasties out there.

Some new features appearing in Windows 10 include Windows Hello, touted as a "password killer". It replaces passwords with biometric scans of your face, iris or fingerprint. Windows Hello also powers the new Passport feature, which will allow you to authenticate websites and apps in the same way. There's also Device Guard – another security feature aimed at blocking zero-day attacks. All three features require compliant hardware – look for new devices touting themselves as 'Device Guard certified' or 'Device Guard ready'.

Microsoft also has even more baked-in security feature in Windows 10. For starters, the new Edge browser ships with the Enhanced Protection Mode enabled by default, which safeguards your data even if an attacker has managed to compromise the browser.





1 Get free malware protection

Malwarebytes is available as a free download, so pay a visit to www.malwarebytes.org and grab it from there. When installing the program on your PC, make sure you uncheck the box that enables the free trial of the Pro version.

2 Review settings

The program downloads new malware definitions automatically, to keep itself up to date. Switch to the Settings tab to tweak the behaviour of the program, although the default settings should work for most people.

Using Windows Defender

Just like in previous versions of Windows, anti-malware tool Windows Defender is built into Windows 10, so you have a measure of protection against malware from the get go. To tweak its key settings open the Start menu and choose Settings. Select 'Update & security' followed by 'Windows Defender'. There are three available switches here – leave these in their default 'on' positions.

Scroll down to the bottom of the screen and click 'Use Windows Defender' to bring up the program's main screen. The coloured bar at the top of the Windows Defender interface reflects the protection status of your computer. There are big red warnings if the program is turned off, or your database is out of date. Windows Defender keeps itself updated by automatically downloading new updates to its virus database.

The main interface lists three tabs. From the Home tab, you can run a quick scan or a full scan by selecting the appropriate button and clicking 'Scan now'. With the 'Custom' button, you can scan specific drives, directories, or even individual files.

If Windows Defender finds something objectionable, it moves it into a quarantined area. To view these items, switch to the History tab, select the 'Quarantined items' radio button and click the 'View details' button. This brings up a list of programs that Windows Defender has taken action on, along with the alert level, and the date. From here you can choose to 'Remove all quarantined items', or remove them selectively.

Sometimes Windows Defender might accidentally quarantine a harmless program. In such a case, use the 'Restore' button to ask Defender to let you continue using it. The program is now listed as an Allowed item, and Windows Defender will not flag it in future scans.

Windows Defender offers adequate protection against malware, but for more robust security check out our list of free security software on page 162 – at the very least use the free version of Malwarebytes to provide a secondary layer of protection (see the walkthrough below).

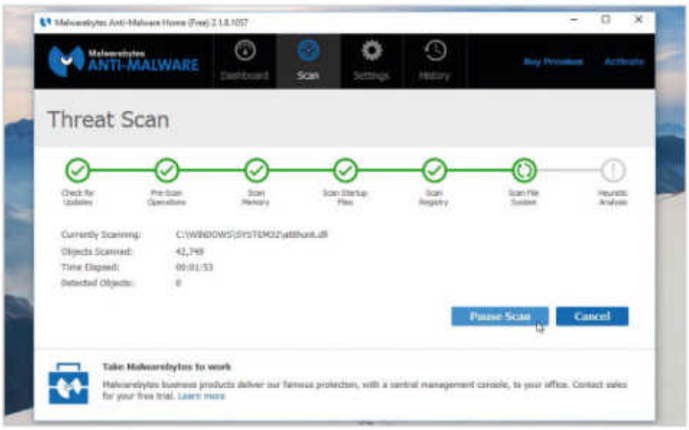
Tweaking Windows Firewall

Firewalls protect you against attackers who might try to sneak into your computer, and attempt to exploit the network capabilities of trusted programs. Windows Firewall is designed to block unwanted and potentially dangerous connections. Remember how Windows prompts you to choose whether a new network is a home, work or public network? If you choose a public network, where your computer could be a sitting duck for a network attack, the Windows Firewall blocks almost all incoming connections in order to dissuade attackers.

For the most part, there is no need to configure the Windows Firewall. Most programs that need to listen for incoming connections automatically tweak the Windows Firewall to allow such connections during installation. However, Windows does allow users to manually configure the firewall if they want to. To bring up the Windows Firewall controls, type firewall into the search bar, then click 'Windows Firewall'.

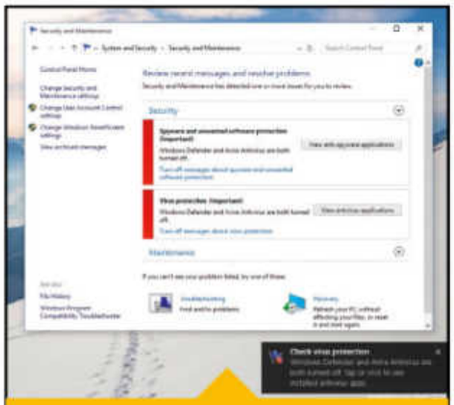
You'll notice several options in the main interface of the Windows Firewall. The 'Allow an app or feature through Windows Firewall' option gives you a list of network-aware programs installed on your PC. Along with these programs are details of whether they're allowed to communicate over private and public networks. Remember that private networks are those that allow sharing, while public networks are those over which sharing is restricted. To change the settings for a program, click 'Change settings', then adjust your options. With 'Change notification settings', you can tweak how Windows Firewall alerts you.

If you wish to tweak Windows Firewall in greater detail, click on the 'Advanced settings' option. Here, experts can control network traffic in far greater detail by creating firewall rules. For example, you can restrict traffic to specific ports and from specific IP addresses. Although incorrect modifications to the Windows Firewall can isolate your computer from the network, don't be afraid to experiment. You can always select 'Restore defaults' to revert the Windows Firewall back to its original settings.



3 Scan your PC

From the Scanner tab, you can perform either a quick scan of your PC, or a full scan, which is more thorough and takes a fair bit of time to complete. The third type of scan offered, flash scan, is only available to licensed users. ■



New in Windows 10

One major change in Windows 10 is the Action Centre. Previously, the Action Centre had its own dedicated Taskbar notification area icon and section in Control Panel, but this has been removed from Windows 10.

Instead, the Action Centre now acts as a general-purpose notifications tool, although you'll still see pop-up windows appear when key security and maintenance problems are detected. Click these to quickly react to the problem and perform necessary tasks.

What was the Action Centre has been renamed the Security and Maintenance Control Panel – type 'maintenance' into the Search box to access it directly. It works in exactly the same way as it did in Windows 8.1: warnings are colour-coded to grab your attention (red are critical, yellow are potential problems), and there is a description of the problem, along with a link to open the config window of the tool to resolve the issue.

Learn how to...

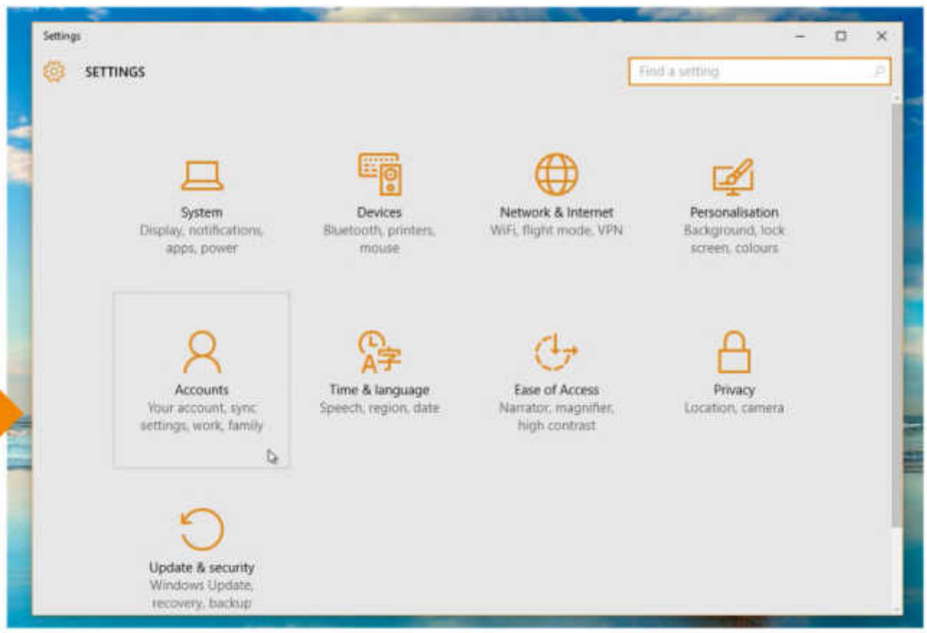
Make Windows 10 tough to crack

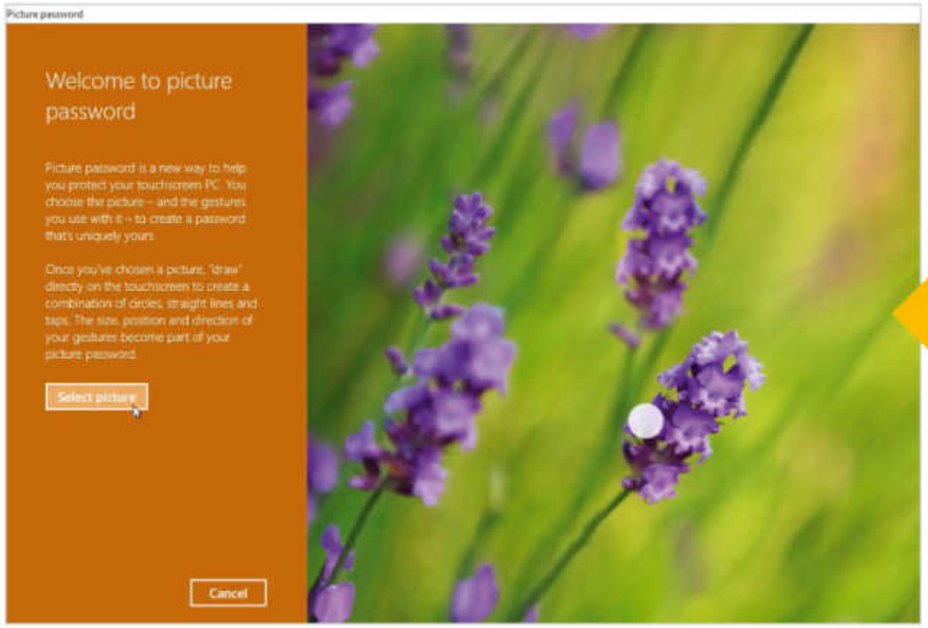
Discover how to increase your password strength and keep all your personal files and information secure

TIME TAKEN
40 minutes

Open Settings

You log in to your Windows PC every day, but you certainly don't want anyone to be able to access your personal account, even if it's just a partner or your kids, so it's a good idea to create a picture password, which will save you having to type an uncrackable series of letters and numbers every time. To begin, click the Start button and select 'Settings' followed by 'Accounts'.



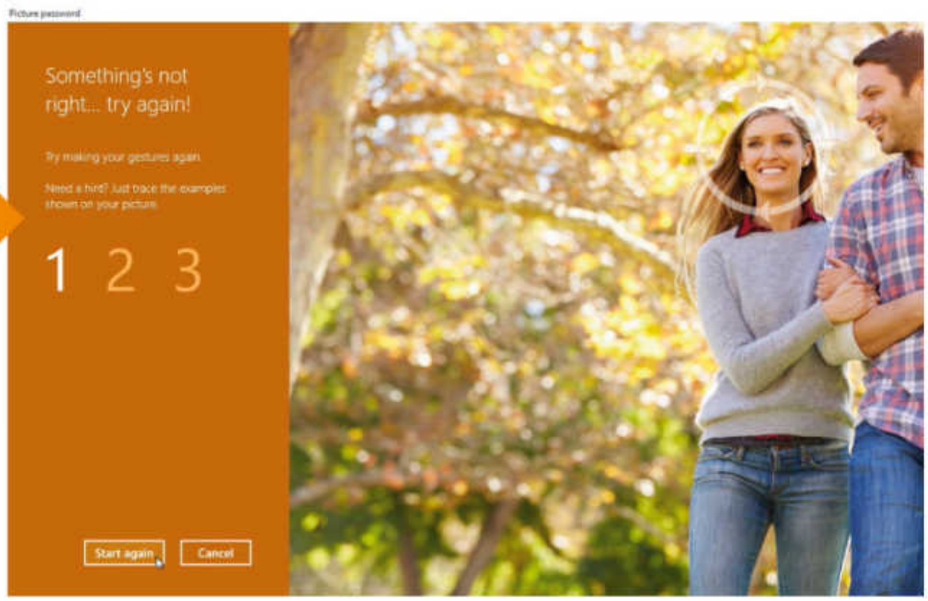


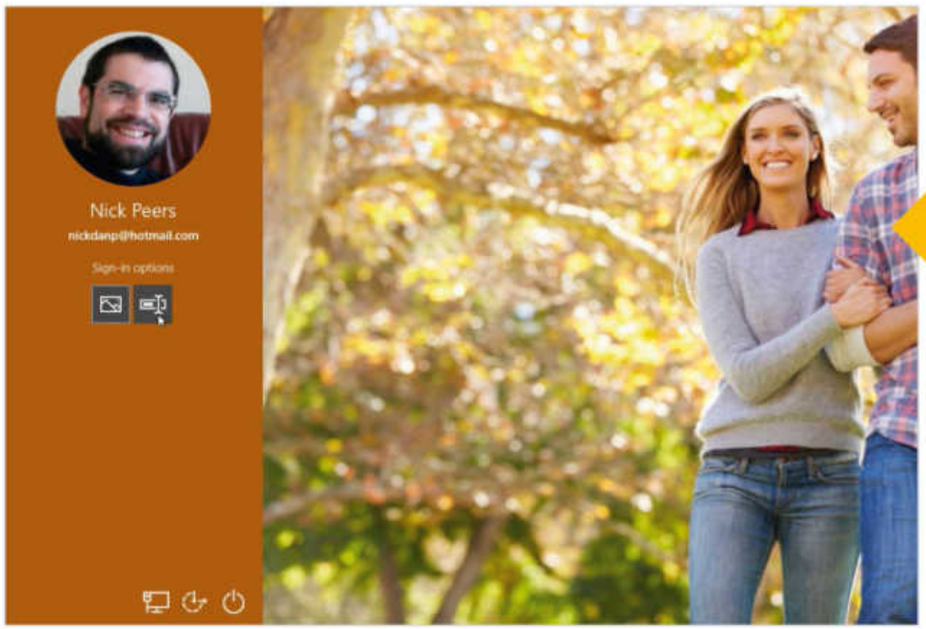
Picture perfect

Now select 'Sign-in options' and then click 'Add' under 'Picture Password'. Enter your account password (if you have a local account without a password assigned to it, you'll first need to create one). Once done, click 'Select picture' to choose a picture from the ones stored on your PC. This will form the basis of your new secure login, so make sure it's one you like.

Get drawing

Once you've located a suitable photo, select 'Use this picture' and then you can start building your picture password. Doing this is a three-step process. To begin, choose a part of the picture and draw three things. These can be circles, simple taps (using your mouse or your device's touchscreen), lines, or any combination of the three.





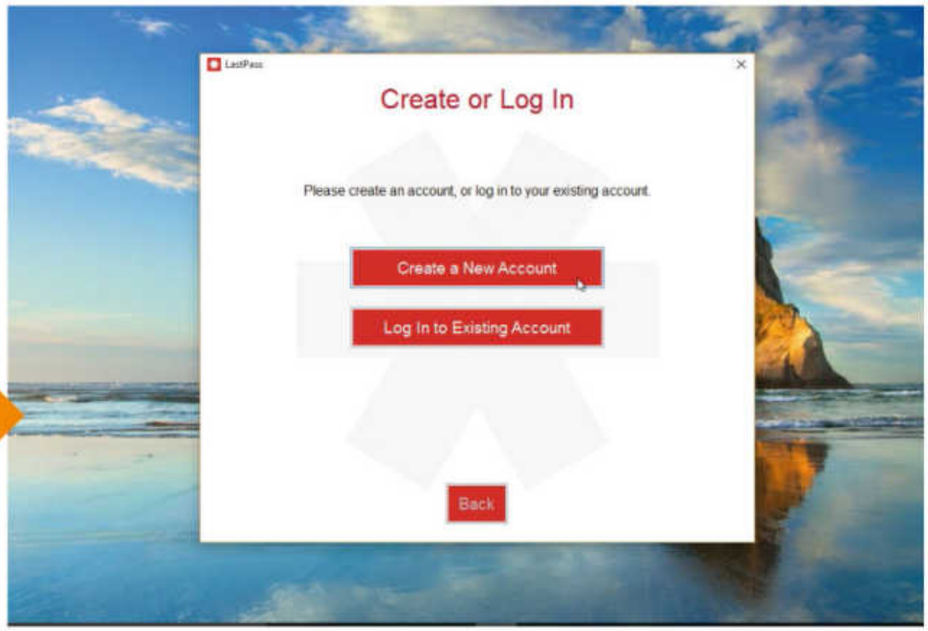
Log in quickly

Hit 'Finish' and your picture password is complete – try restarting your PC (or signing out) to try it. If you ever forget your picture password, simply click 'Sign-in options' to select the option to enter your password manually.

Note, however, that you can't use this picture password on other devices (unless you set the picture password up again manually for each one) – Windows won't let you sync picture or PIN passwords between devices, again for security reasons.

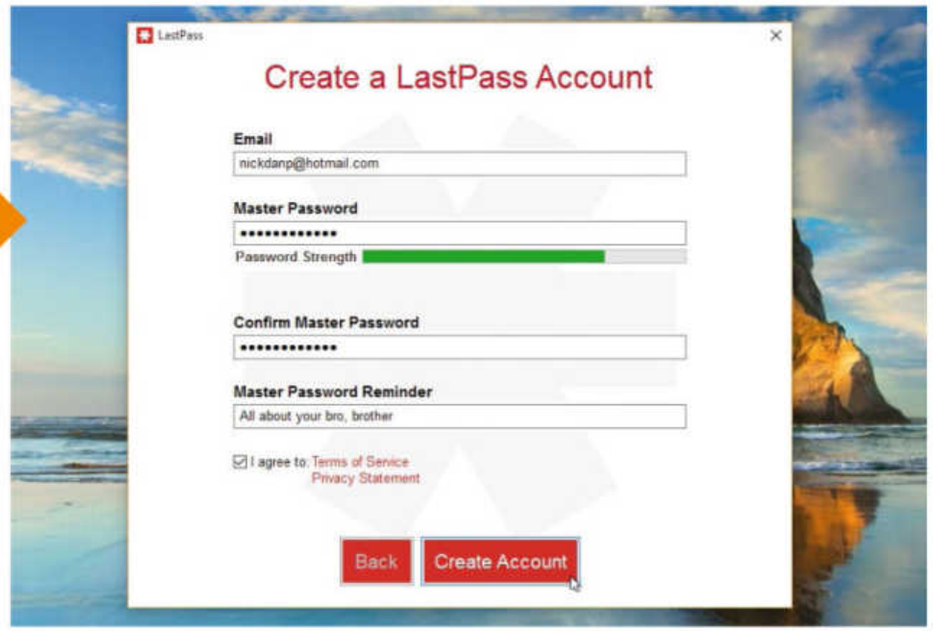
Online accounts

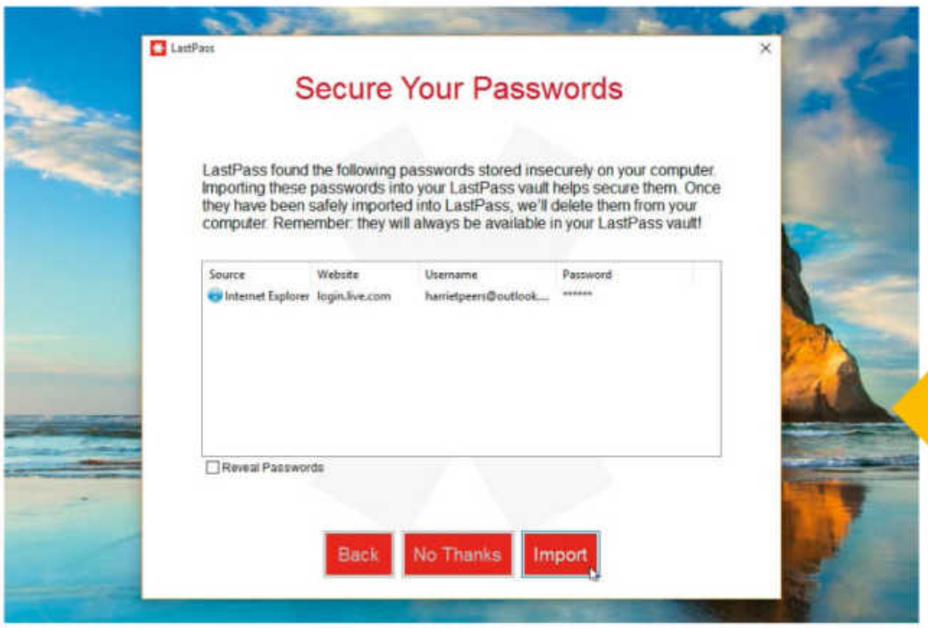
Now that your PC is secure, you can improve the way you log in to favourite websites and services. Using LastPass, life is much easier because you don't have to type in all your login details each time you start your PC – the app does the hard work for you. Go to lastpass.com and click 'Download Free'. Download the recommended 'Universal Windows installer' package, which automatically installs the required browser add-ons for you to access and use LastPass through your web browser. You'll be prompted to create an account during the install process – click the button to do so.



Your master

The master password is the one you need to enter every time you log in to LastPass. It's therefore sensible to make it as strong as possible by using a mixture of upper and lower case letters and numbers, and make sure it's at least eight characters long. The meter below the text box indicates how strong your master password is. The longer it is, the more secure your password will be. Include a password reminder to help you should you forget it – if the password is lost, that's it: there's no way of retrieving it.





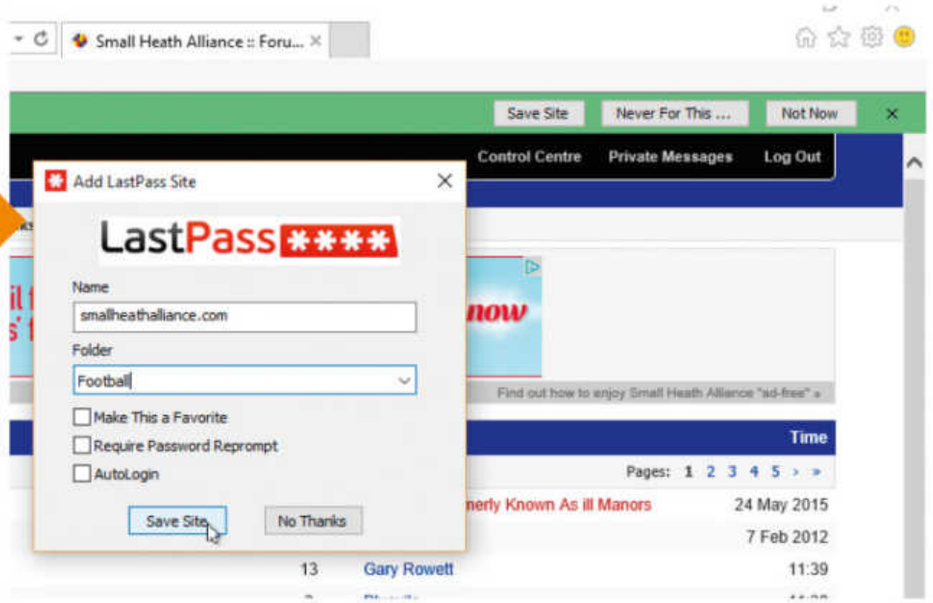
Add sites

If you've been saving passwords insecurely into your browser, LastPass will offer to import them into its secure vault before deleting them – click 'Import' to do so, or 'No Thanks' to leave them as they are.

Look for the red LastPass icon in your browser toolbar. Click this to log in and review your list of saved sites – unsurprisingly it's empty at present, but that will soon change.

Add sites quickly

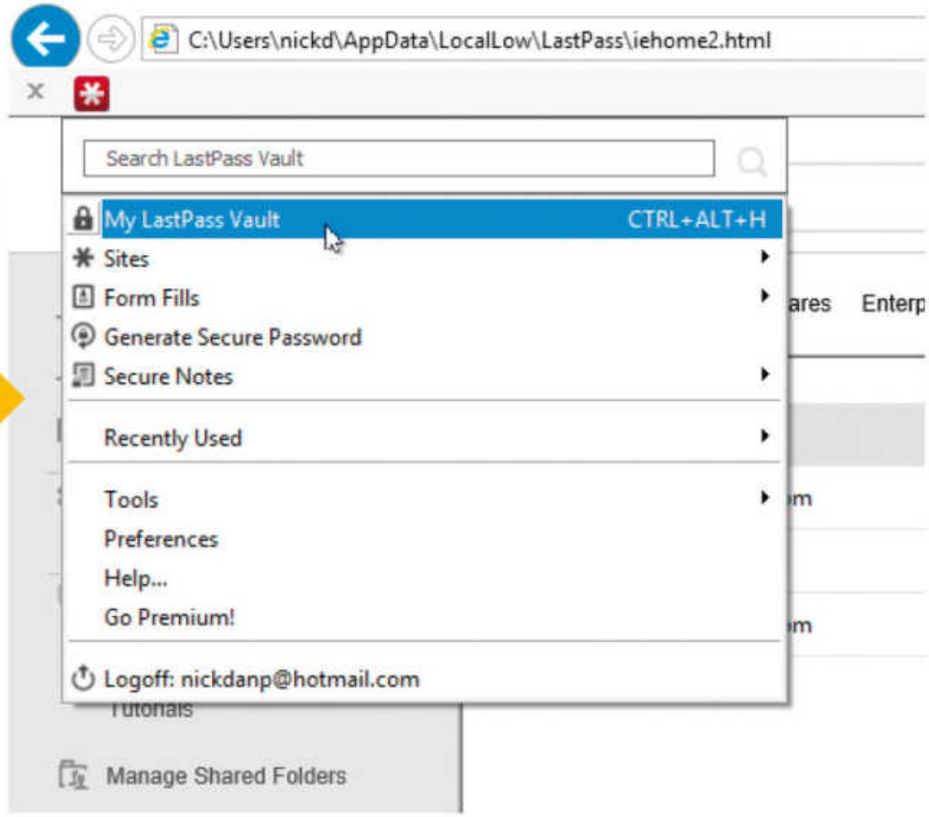
You can add sites manually – click the 'Add Site' button to do so – but by far the quickest way to add a site to LastPass is to browse to it and log in as you would normally. LastPass should detect this and offer to save the login details in your vault – look for the green bar appearing at the top of the web page and click 'Save Site'. Review the name, choose (or type) a folder if you wish to organise your sites logically, then use the tick boxes to determine if the site is a favourite or requires you to provide your LastPass master password before revealing the site password. Finally, tick 'AutoLogin' to have LastPass attempt to automatically log you in whenever you access the site. Click 'Save Site' again when done.

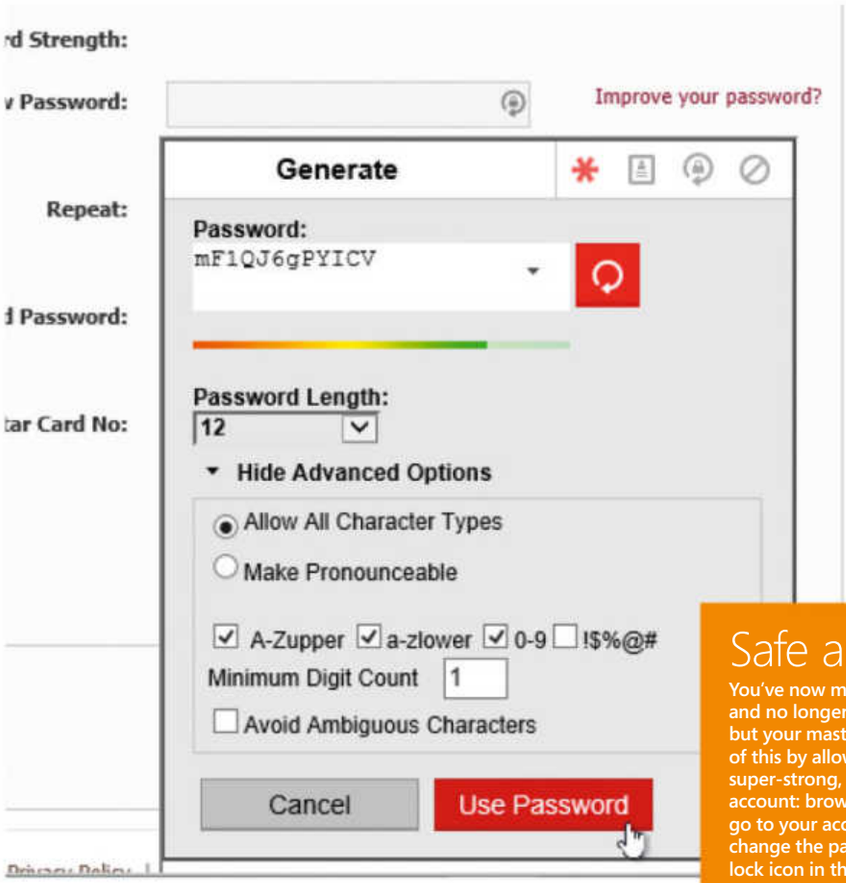


Log in quickly

Now, whenever you want to use one of your favourite online accounts, simply open your browser, make sure you're logged into LastPass (if its icon is grey, click to log in) and then browse to the site in question. When you come to log in, you may see your credentials pre-filled for you, or you can click the LastPass asterisk that appears in either username or password box to select your account.

If you click the LastPass icon and choose 'My LastPass Vault', you can also browse your existing logins and click its name to log in directly from there. Explore the rest of the vault – you can store other sensitive information as Secure Notes, and create Form Fill profiles too.





Safe and sound

You've now made your passwords a lot safer and no longer need to remember anything but your master password. Take full advantage of this by allowing LastPass to generate super-strong, unique passwords for each account: browse to the account, log in, then go to your account page and choose to change the password. Look for the security lock icon in the new password box – click this to have LastPass generate a new password for you using a mixture of letters, numbers and (if you require them) special characters too. ■

Future

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Learn how to...

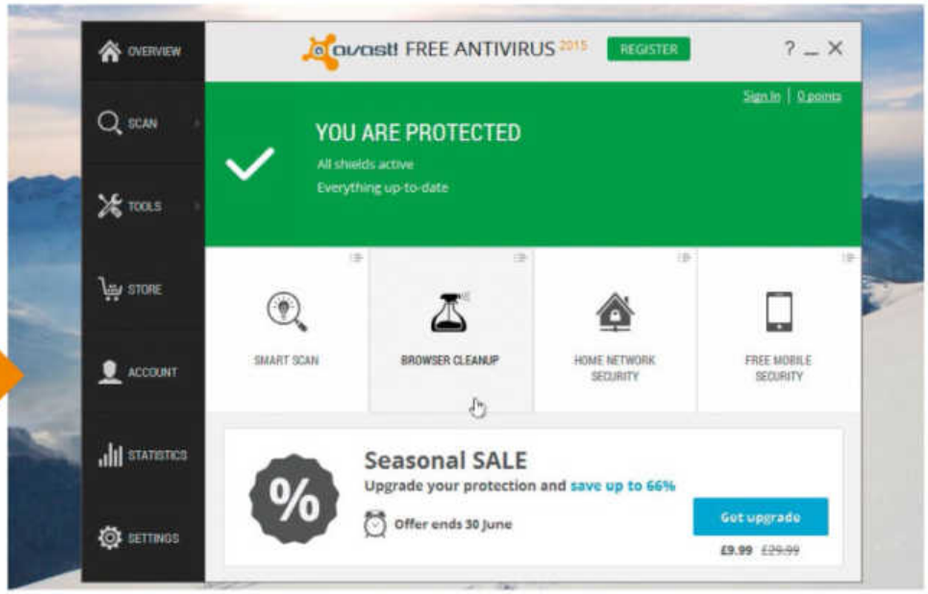
Avoid viruses and malware for free

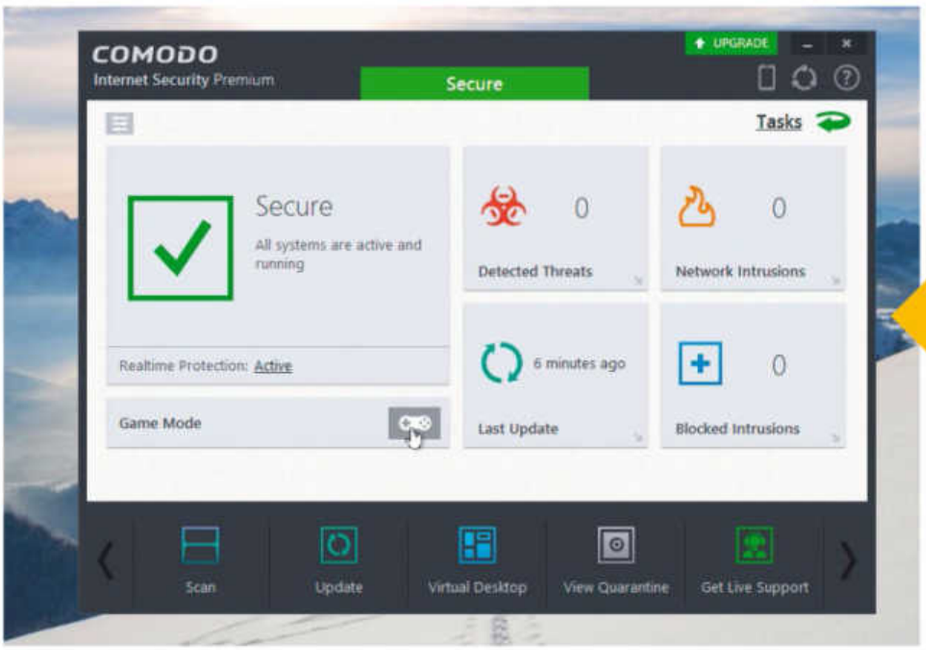
Viruses, spyware, hackers, phishing – the web is dangerous, so use these tools to deliver great security at zero cost

TIME TAKEN
10 minutes

Avast Free Antivirus

You don't have to spend long with Avast Free Antivirus (from www.avast.com) to realise why it's one of the most popular security tools around. The program is simple to install and its straightforward interface makes it a pleasure to use. A quick first scan should identify any potential threats on your PC, and it'll have a minimal impact on your system's performance. Avast Free has some useful extras, too. A Software Updater alerts you to program updates you've missed, and its Browser Cleanup tool provides a simple way to remove unwanted add-ons. Although it doesn't deliver the top detection rates, independent testing shows it's very capable.



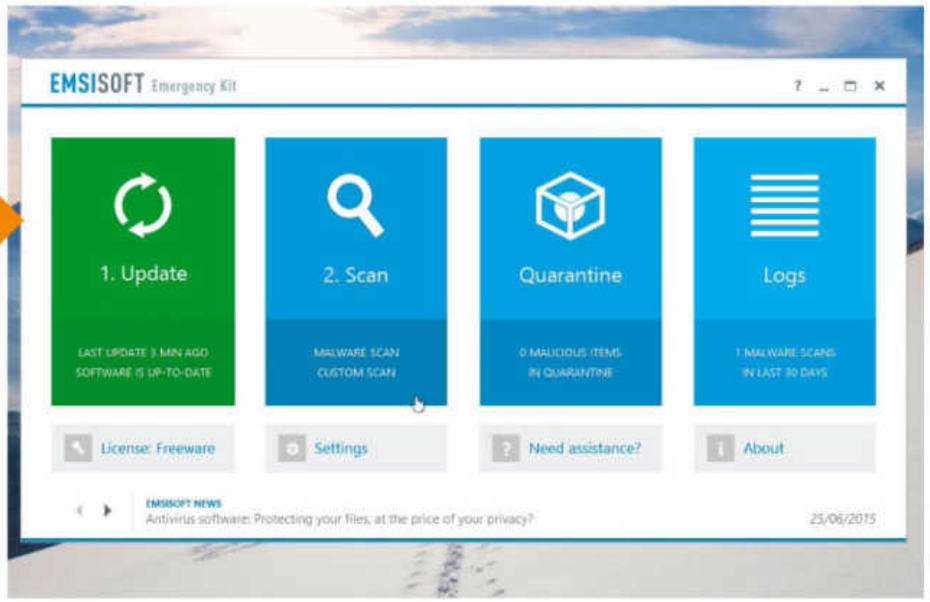


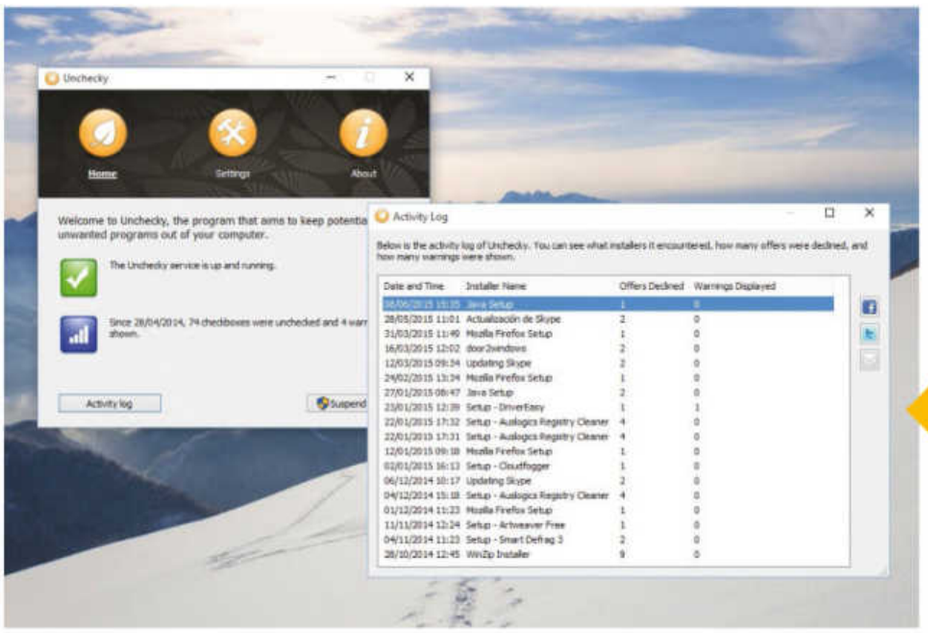
Comodo Internet Security Premium

If you're looking for combined anti-virus and firewall protection, then Comodo Internet Security (www.comodo.com) has your back covered. It includes the expected protections against viruses and spyware, of course, but also comes with some nifty additional protections: Defense+ protects critical system files to block malware before it can get a foothold on your system, while sandboxing ensures unknown files are automatically run in an isolated environment – if they turn out malicious, they're trapped inside the virtual box. A pop-up status also helps keep you informed as to the state of your system.

Emsisoft Emergency Kit

No antivirus app comes with a guaranteed 100 per cent detection rate and malware might occasionally slip through. You should always have a second tool available, then, just in case – and Emsisoft Emergency Kit (from www.emsisoft.com/en/software/eek/) is a great choice. The program runs without requiring installation, reducing the chance of any conflicts with your existing antivirus package. Experienced users will appreciate tools such as HiJackFree and BlitzBlank, which can help you manually detect and clean up malware.



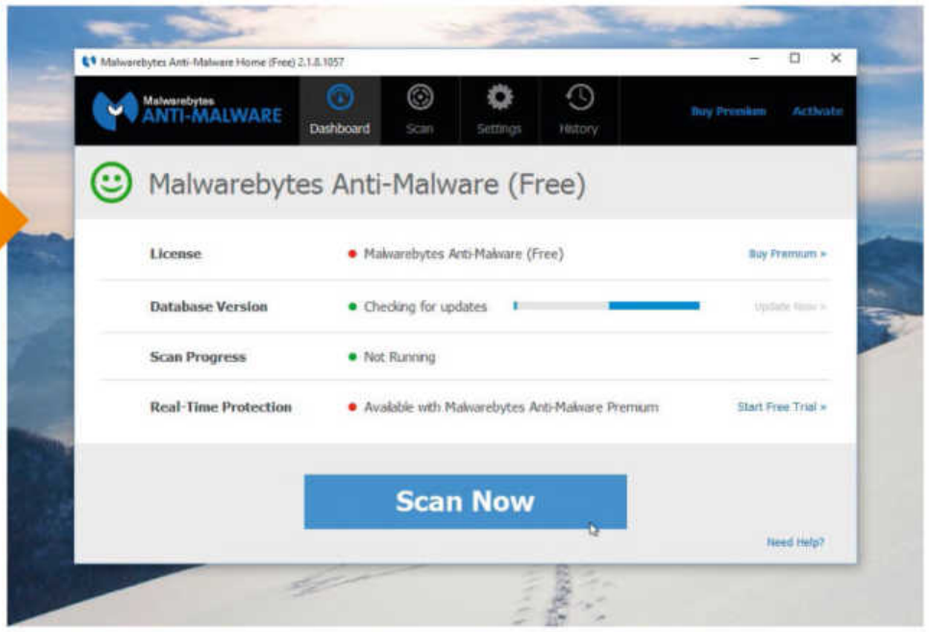


Unchecky

Some download sites, as well as program developers, wrap their programs inside installers that "offer" (usually not in a very clear way) additional program and toolbar downloads during installation. Look out for these offers appearing during the setup process – often the wording is confusing and designed to trick you into installing the offer. Unchecky (www.unchecky.com) is a free program that spots many potentially unwanted program installers. When it detects one, it not only alerts you to the fact, but changes the installer's settings so that potentially unwanted software isn't selected by default – you can still install it if you wish, but it's your choice, not the software's.

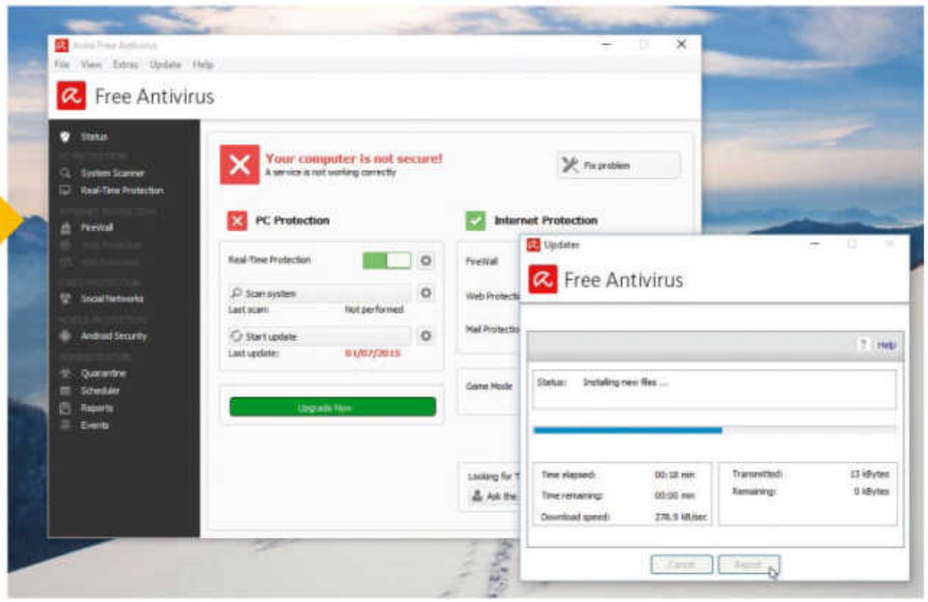
Malwarebytes Anti-Malware Free

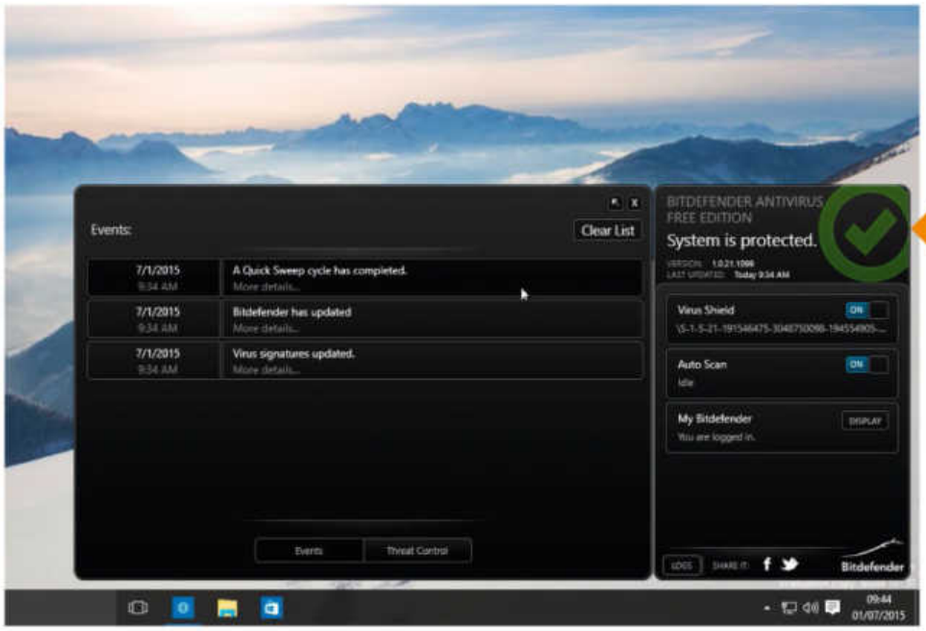
If you think your PC has been infected and your regular antivirus tool seems oblivious to the fact, grab Malwarebytes Anti-Malware Free from www.malwarebytes.org. It's an excellent on-demand scanner, which can quickly find and remove all kinds of threats, including Potentially Unwanted Programs. It's ideal for any PC user: beginners won't have trouble using it – launch the program, click 'Scan' and it immediately checks your system. Experienced users will appreciate additional tools, which help you launch Malwarebytes on an infected PC to delete locked files.



Avira Free Antivirus

Avira Free Antivirus (downloadable from www.avira.com/en/avira-free-antivirus) provides two main areas of protection. The first is a strong antivirus engine (rated highly by independent labs for its file detection rates), which constantly monitors your computer, looking for and eliminating threats. It's not without a few problems, though. The interface can seem a little complex at first, for instance, and the program has more impact on your computer's performance than some other tools do. However, on balance, Avira Free Antivirus is a capable and effective security package.





Bitdefender Antivirus Free

Strong, silent, fast and unobtrusive. Four key words that mark out Bitdefender's free anti-virus solution from the competition. It may be a cut-down version of the full package, but you still get real-time protection from malware and scheduled scans to catch anything that might fall between the cracks. There's practically no configuration involved – just download and install it from www.bitdefender.co.uk/solutions/free.html. Note, you will need a free Bitdefender account (or connect with your Facebook or Google account) in order to use it long-term.

AVG Free Antivirus

AVG Free Antivirus (from http://free.avg.com) is a solid package with a good range of features: an antivirus engine, email scanner, identity theft protection, and LinkScanner Surf-Shield to keep you safe online. At first glance, this makes the program seem more complex, as there are lots of tiles, buttons and menu entries. Its smart interface design means you can carry out most common actions in a click or two, though, so you'll soon feel at home. This program gets mixed reviews on its effectiveness but in our opinion, it's one of the best free antivirus packages around, possibly even better than some commercial solutions. ■

Restore, refresh or reinstall Windows

Is your PC behaving strangely or sluggishly? Read on to discover your options for restoring Windows 10 to its best

Windows 10 is pretty bulletproof, but if you're unfortunate enough that something should go wrong, what can you do to get your machine back up and running?

Thankfully, the latest version of Windows comes with everything you need to take charge of the situation and fix problems using a combination of different tools. In this feature, we'll show you how to make sure your important data is backed up first, and then we'll investigate the various utilities that can bring your device back to life, from a simple rollback of key system files and settings to a full-blown reinstall of Windows itself. It could be that a simple restore will do the trick instead of a more radical reinstalling of Windows.

Take a backup of Windows

Keep your work safe with the File History feature

Taking the steps required to protect your saved files is crucial. Think about the priceless photos, home movies, music library, important work documents and other irreplaceable files and settings that would be lost in the event of a disaster! The good news is backing up files couldn't be easier, and the tools you need are provided in Windows 10 itself.

When it comes to backing up your files, the File History tool is your first port of call. To access it, click Start > Settings > Update & security > Backup, then follow the step-by-step guide on page 154 to set it up to work with your backup drive, whether that's an external USB drive, a network share or network attached drive.

By default, the built-in File History tool automatically backs up all the content from your libraries, contacts, favourites, OneDrive folder and desktop. If you want to back up any folders, as well, you can do so by adding them to a library, and you can choose 'Exclude folders' from File History's 'More options' screen if you want to remove specific folders from the backup.

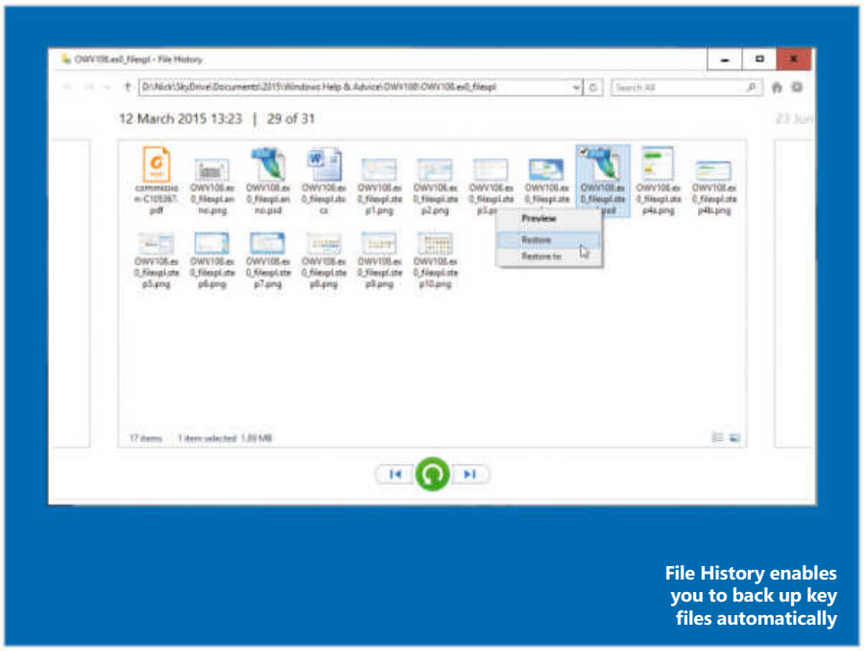
Once you've set everything up, click 'Turn on' (if it's not done for you) and File History not only starts backing up your files, but backs up different versions of them, too, enabling you to roll back files to earlier revisions should you need to.

Quick recovery

There are two ways to recover files. Firstly, if you want to restore lost or accidentally deleted files, click 'Restore files from a current backup' in the 'More options' section of File History. From here, you can browse your backups by location or library, or search for specific content.

If you want to restore an earlier version of a file, the process is just as simple. All you need to do is browse for it in an Explorer window, select the file in question and then click the 'History' button on the Home tab of the ribbon to see a list of previous versions of the file before restoring the one you want.

When it comes to backing up other key settings and files, the step-by-step guide opposite reveals all the tips, tools and tricks you need to keep all aspects of your PC safe.



File History enables you to back up key files automatically

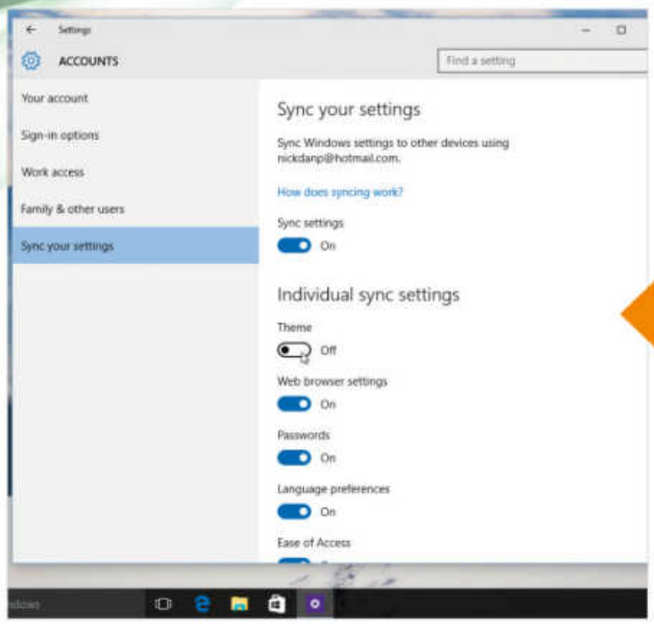
Back up your files online

Add an extra layer to your emergency recovery plan

As anyone who's experienced a hardware failure will know, you can never have too many backups, so even after using File History to back up your files, you should explore another option, just in case. We recommend using an online backup, because it means there's a copy of your files stored in a separate physical location for extra protection.

The obvious choice for Windows 10 users is to use the free OneDrive desktop app, which enables you to sync up to 35GB of files to the cloud for absolutely nothing. You'll find it on your Start screen – just click (or tap) on the OneDrive title to launch it.

If you need more storage space, you can purchase additional gigabytes in the 'Manage storage > Upgrade' area of OneDrive online. The 100GB plan is £1.99 per month, or you can get 200GB for £3.99 a month. Pay £5.99 a month, however, and you'll get Office 365 plus a whopping 1TB of storage too.



Back up your settings

Use Windows 10's Sync Your Settings tool for extra protection if disaster strikes

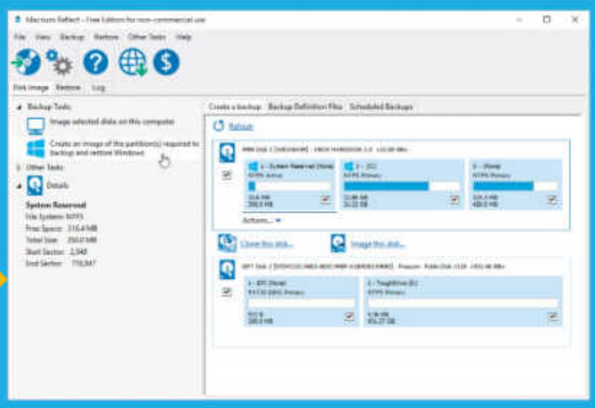
If you log on to your Windows 10 PC using your Microsoft account, you can take advantage of Windows' built-in Sync Your Settings feature. Although this tool is designed to synchronise personal settings across your Windows devices, it also serves as a backup for key preferences so you don't have to set them up again should disaster strike. Make sure 'Sync Your Settings' is on and choose the settings you wish to back up – to do this open Settings from the Start menu, select 'Accounts' followed by 'Sync your settings'. You'll find switches to turn the feature on and off, and you can also exclude settings from the backup, such as passwords or browser settings.

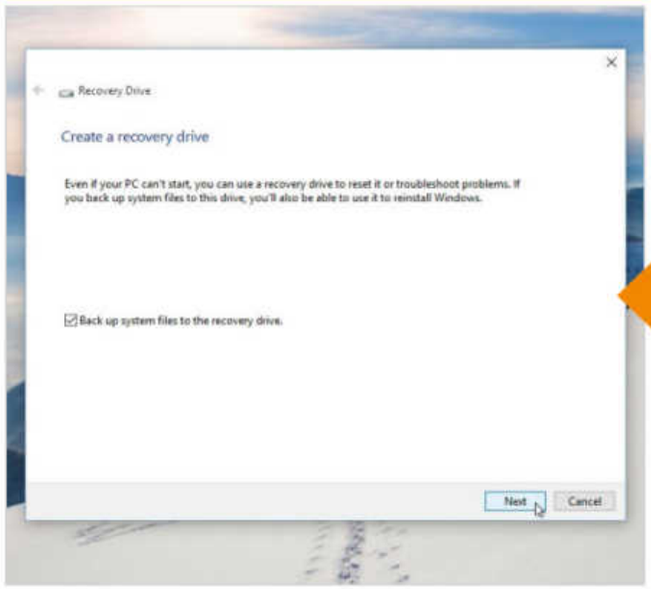
Take a drive image

Make a complete backup of your computer's hard drive with Macrium Reflect Free

Having a backup of your entire system enables you to quickly restore your PC to exactly how it once was. Windows 10 has a built-in drive image tool, but you can get better, more efficient results with Macrium Reflect Free. Download it at www.macrium.com/reflectfree.aspx.

There are two basic back-up options, but we're going to choose 'Create an image of the partition(s) required to backup and restore Windows'. Make sure the correct drives have been selected, then click the '...' button next to 'Folder' to select a location on your back-up drive. Finally, click 'Finish > OK' and the backup will be created. Once complete, check that the backup is not corrupt by switching to the Restore tab and clicking 'Verify image' next to it. Finally, select 'Other tasks > Create rescue media' to create a Macrium recovery disc or USB drive.





Create rescue media

Taking a few minutes to make a recovery USB drive could save you hassle in the future

A recovery USB flash drive lets you access essential repair and recovery options that can save the day if your PC or tablet fails to boot. If your Windows 8.1 device has a recovery partition, you can store that on the drive, too. A basic recovery drive without a recovery partition requires a 256MB USB flash drive, but you'll need a drive at least 4GB in size if you plan to make a backup of the recovery partition, too (recommended).

To create the drive, plug in your USB flash drive, then type the word recovery into the search box. Select the 'Create a recovery drive' option under 'Settings', then follow the prompts to create your recovery stick. After the process has finished, select the option to delete the recovery partition only if you're low on storage space.

Restore or roll back your PC

If the problem with your device is only relatively minor, then you can often fix it without affecting your data

Your PC has run into problems and you have exhausted all troubleshooting angles, so what can you do to try to get things working properly again? The next step in Windows 10, like earlier versions of Windows, is to investigate the System Restore tool. System Restore works in a similar way to File History, only it affects system and program files instead of your personal data. Snapshots of these files, known as Restore Points, are taken at key moments during general use, and if you run into problems, you can try rolling back to a previous Restore Point to see whether it fixes the problem.

System Restore usually works best when your problem has been caused by a recent change to your computer, typically through installing or updating new hardware, software or Windows itself. The step-by-step guide opposite reveals how to go about accessing and using System Restore, either from within Windows or via your computer's recovery menu.

> "If System Restore doesn't fix the problem you can perform a more radical step: roll back your PC."

Rollback your PC

If System Restore doesn't do enough to fix the problem, then you can perform a more radical step: go back to the previous build of Windows 10.

When you perform a major update of Windows, or Windows 10 installs a major new version, it creates a backup of the previous build, just in case you run into any problems. This backup is stored in the Windows.old folder – it can take up a fair bit of space, and can be removed using Disk Cleanup, but if you have the spare capacity leave it in place in case you ever need to use it to fix a problem.

Rolling back your system in this way works in a similar fashion to System Restore: your data is unaffected, but any changes made since the new build was installed, like changes to settings or programs, newly installed apps, and so on, will be undone.

If you need to use the rollback feature, and Windows is working well enough for you to access it normally, open Settings before selecting 'Update & security' followed by 'Go back to an earlier build'.

If Windows won't boot, use your recovery drive or select 'Troubleshoot > Advanced options' to access the option.

You'll see a message telling you Windows is getting things ready. You'll then be asked to give a reason for why you're rolling back Windows – this helps highlight issues that may require an urgent fix.

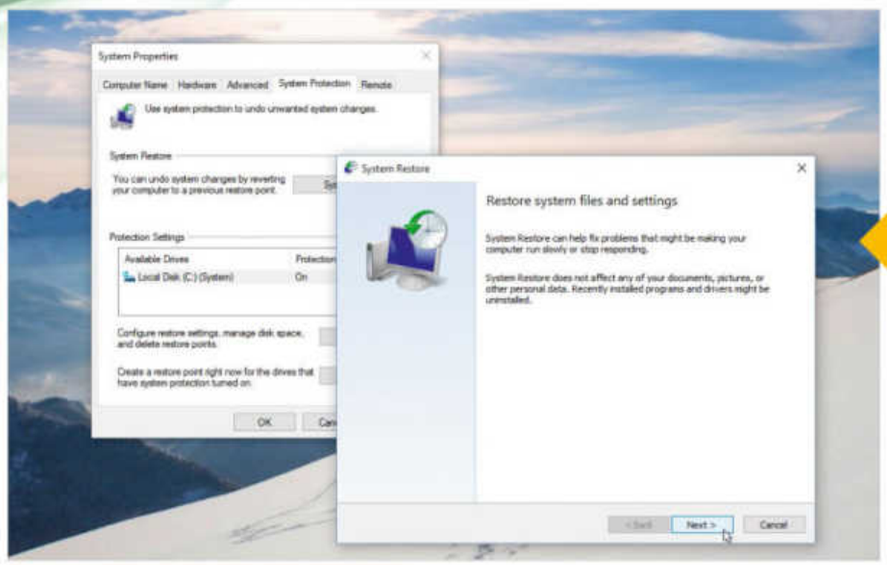
You'll then be given a brief summary of the changes being made (no specific details are available, unlike with System Restore, sadly), with a prompt to back up for safety's sake (if File History is turned on, you're probably covered). Click Next, make a note of the warning about your logon password and then click Next again, sit back and wait while your PC is restored.

If all goes well, you should have a working version of Windows 10 again, with just a few maintenance tasks to perform (reinstalling programs, updating settings, and so on) before everything's back to normal.

Beyond a rollback

Unfortunately, rolling back your PC to the previous version of Windows 10 won't always cure *all* issues. You may find your device still doesn't function as it should after you've refreshed it, or the procedure might not work. If Windows comes across a problem, it'll inform you of the fact, try to resolve it and then, if the fix fails, undo all the changes it's made, leaving you where you started.

If all else fails, fixing your PC will involve something more drastic: a complete wipe and reinstall of Windows itself in what is now termed a 'reset' of your PC. You can perform this without losing your data or by wiping the drive entirely, but the end result is the same: you'll lose all your settings and apps.



System Restore

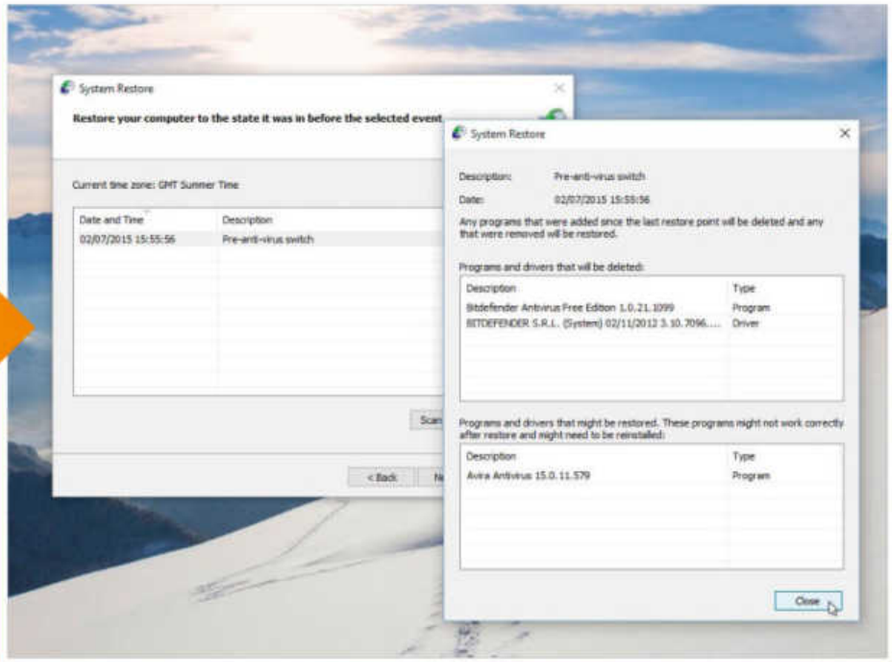
For when things go wrong

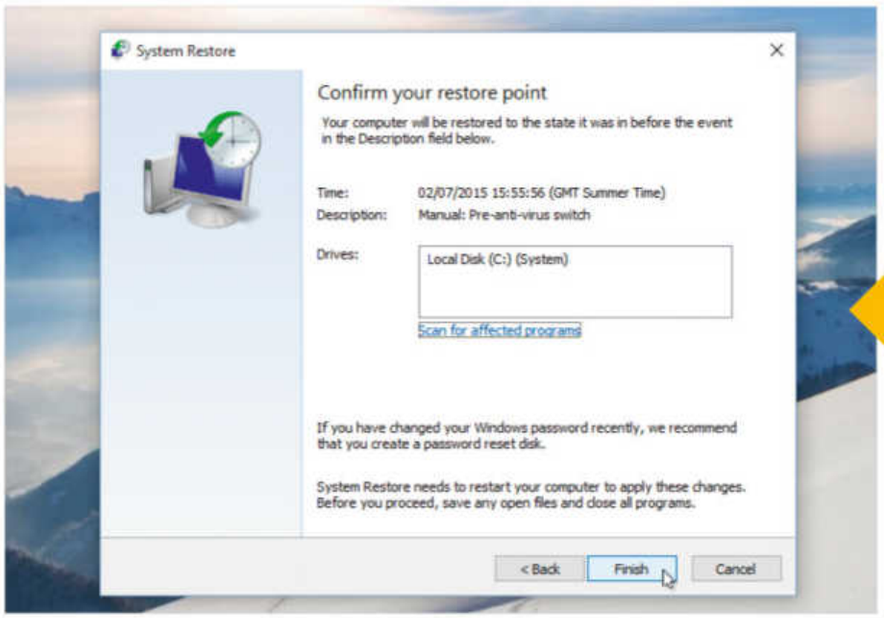
If you can boot into Windows, access System Restore via the desktop. Type 'System Protection' into the search bar and click 'Create a restore point' followed by 'System Restore...' If Windows won't start, you can use System Restore automatically. Or, boot from your USB recovery disk, select 'Troubleshoot', 'Advanced options' and then 'System Restore'.

Restore Points

Decide how far Windows should turn back the clock

By default, Windows recommends you use the most recent Restore Point; in fact, you may even find it's the only Restore Point offered. Make a note of the time and date it was taken, and click 'Scan for affected programs' to see which programs and hardware drivers will be affected by rolling back your PC to this point. You'll see the programs that will be removed if you choose it, and others that will be restored. This should help you decide whether to use it or not.





Send your PC back in time

Choose a Restore Point to undo problematic changes

To restore a recommended Restore Point, click 'Next' and follow the prompts to roll back your PC. If this doesn't work, or you want to try an earlier Restore Point, select 'Choose a different Restore Point' and click 'Next'. Browse through the available points, noting what would be affected by choosing each one. After restoring, you can undo the process if it doesn't have the desired effect.

Reinstall or recover

If all else fails, a full recovery or reinstall will fix your problem – but make sure you've backed up first!

There's no need to tear your hair out if nothing seems to help with the troubleshooting. You can go the whole hog, wipe your hard drive clean and restore Windows to its factory settings. This approach will delete any personal data you have saved on the drive, so make sure it's fully backed up first using our guidelines earlier.

It's also a good idea to make a note of any programs you've installed on your PC so you can download and restore them after Windows has been reinstalled.

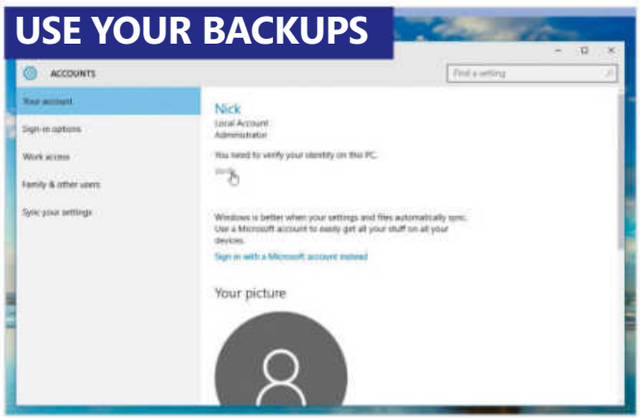
Reinstall Windows

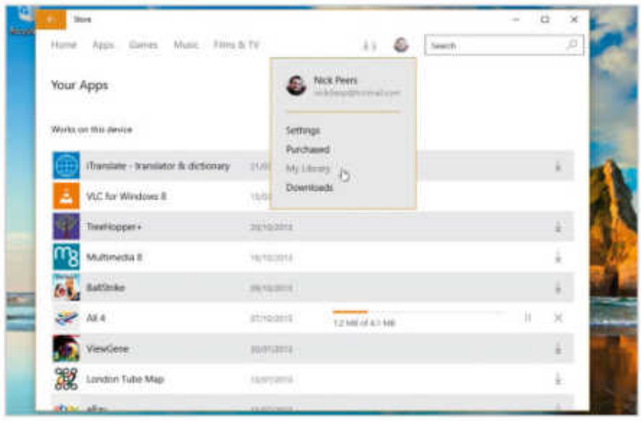
Microsoft knows how painful the reinstall process can be, which is why with Windows 10 it's gone out of its way to make the process easier than ever.

The simplest way to reinstall Windows is through Windows itself. Click 'Start > Settings > Update & security > Recovery' and then choose 'Get started' under 'Reset this PC'. A full reinstall wipes your entire drive, so select 'Remove everything' to ensure a clean reinstall is performed. If Windows fails to load, you should be shown the troubleshooting screen, which you can also access via your recovery drive if you created one. In these circumstances, select 'Troubleshoot' followed by 'Reset your PC'.

One of the benefits of this new approach is that Windows attempts to recover from a previously created system image or – failing that – using a special series of install files that download the latest version of Windows during the reinstall process. In practical terms this means you'll avoid a lengthy series of post-install updates to download and install in order to bring Windows

USE YOUR BACKUPS





1 Restore settings

You'll need to log into your Microsoft account in order to restore your synced settings and previously installed apps. Before these are all restored, you'll need to verify your account on this device: click 'Start > Settings > Accounts > Your account' and click the 'Verify' link to get the code required to add your PC back into the trusted list.

2 Restore apps

Open the Windows Store ('Start > All Apps > Store'), click your user photo and choose 'My Library' to access all previously installed apps (and your settings). Click 'Show all' and then click the download button next to each app you wish to restore. Once done, click your user photo again, but this time choose 'Downloads' to update the built-in apps.

itself back up to date. The reset process is simple: your PC reboots, then after a pause while things are being prepared, you may be confronted by a screen asking you if you want to remove files from all of your drives, or just the drive that Windows is installed on.

Unless you're disposing of the PC, select 'Only the drive where Windows is installed' to protect data files stored on other partitions or drives.

You'll also be given an option to 'clean the drive fully' – again, skip this unless you're selling on your PC. Finally, click 'Reset' and let your PC do the rest.

Post reinstall

Once restored you'll have a brand new system and it's time to reinstall your apps, apply preferences and restore backed-up data. The step-by-step walkthrough shown below reveals everything you need to know. Of course, you'll need to reinstall your key desktop applications, too, after this has been done. Again, take the time to download the latest versions and set each one up. This can all take an hour or two – to speed up future reinstalls, check out the box below-right to create the perfect Windows image, complete with all your apps, programs and settings in place.

DriverEasy
This handy tool can find and install any hardware drivers you can't identify after reinstalling Windows. www.drivereasy.com

HANDY RECOVERY TOOLS

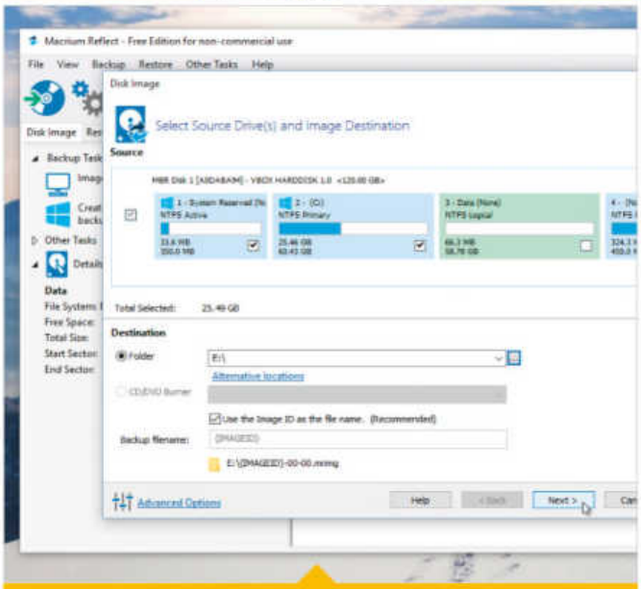
Five freebies to help you get going again in Windows 8.1

Partition Wizard Home Edition
Partitioning your hard drive lets you separate your data from your programs. www.partitionwizard.com

Comodo Backup
This tool gives you granular control over what you back up. www.comodo.com

Ninite
This tool lets you select lots of popular apps, then download and install them all in a single package. www.ninite.com

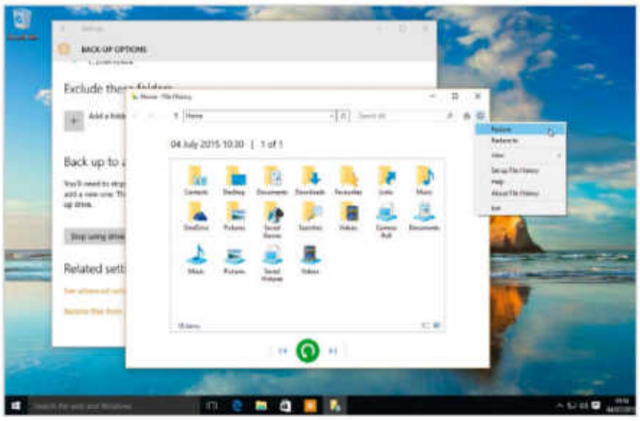
Belarc Advisor
Lost or forgotten your Windows or software product keys? Get them back before reinstalling with this. www.belarc.com



Speed up future Windows reinstalls

Get your perfect Windows setup quickly and easily next time you have to reinstall

Reinstalling and setting up Windows again can be a chore, so speed up future reinstalls by creating a perfect recovery image. After reinstalling Windows and apps, reinstall your key programs and set them up as you like them. Then, before you restore your File History backup, launch Macrium Reflect Free and take a new drive image. Create a recovery CD or USB stick following the prompts, and next time you need to reinstall Windows, make sure your File History backup is up to date, then boot from your recovery media before restoring this drive image. All you'll need to do is bring Windows and your apps up to date, and reinstall new programs. Before restoring your File History backup, create a new drive image to use the next time you need to reinstall Windows.



3 Restore files

Finally, restore your files using File History. With your back-up device plugged in, click 'Start > Settings > Update & security > Backup'. Click 'Add a drive' to select your back-up device, then click 'More Options' followed by 'Restore files from a current backup'. Click the Settings cog and choose 'Restore' to recover your data. This can take a little time, so be patient. ■

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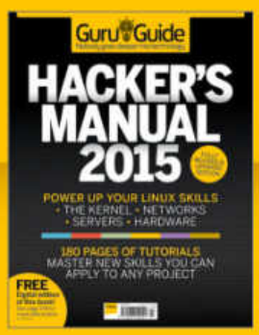

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